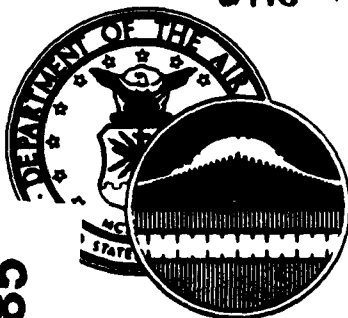


DTIC FILE COPY

1



UNITED STATES AIR FORCE

AD-A203 185

OCCUPATIONAL SURVEY REPORT

DTIC
ELECTE
DEC 29 1988
S ^{AD} D

DISASTER PREPAREDNESS UTILIZATION FIELD/
DISASTER PREPAREDNESS CAREER LADDER

AFSCs 05XX/242X0

AFPT 90-242-820

NOVEMBER 1988

OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT CENTER
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78160-8000

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

88 12 29 003

DISTRIBUTION FOR
AFSC 05XX/242X0 OSR AND SUPPORTING DOCUMENTS

	<u>OSR</u>	<u>ANL EXT</u>	<u>TNG EXT</u>	<u>JOB INV</u>
AFDPRC/PR (LOWRY AFB CO)	1		1	
AFHRL/MODS	2	1m	1m	1
AFHRL/ID	1	1m	1m/1h	1
AFMPC/DPMRPQ1	2			
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
HQ AAC/DPAT	3		3	
HQ AFCC/DPATO	3		3	
HQ AFCC/TTGT	3		3	
HQ AFISC/DAP	2			
HQ AFLC/MPCA	3		3	
HQ AFSC/MPAT	3		3	
HQ AFSPACECOM/MPTT	2		2	
HQ AFSPACECOM/TTGT	1		1	
HQ ATC/DPAE	1		1	
HQ ATC/TTOC	2		1	
HQ ESC/TTGT	1		1	
HQ ESC/DPTE	2		2	
HQ MAC/DPAT	3		3	
HQ MAC/TTGT	1		1	
HQ PACAF/TTGT	1		1	
HQ PACAF/DPAT	3		3	
HQ SAC/DPAT	3		3	
HQ SAC/TTGT	1		1	
HQ TAC/DPATJ	3		3	
HQ TAC/TTGT	1		1	
HQ USAF/XOORB	1		1	
HQ USAF/DPPE	1			
HQ USAFE/DPAT	3		3	
HQ USAFE/TTGT	1		1	
HQ USMC (CODE TPI)	1			
NODAC	1			
3400 TCHTW/TTGX (LOWRY AFB CO)	5	1	5	5
3400 TCHTW/TTS (LOWRY AFB CO)	1		1	
DET 5, USAFOMC (LOWRY AFB CO)	1	1	1	1
USAFOMC/OMYXL	10	2m	5	10
3507 ACS/DPKI	1			

m = microfiche only
h = hard copy only



Accession For	
NTIS	CRA&I <input checked="" type="checkbox"/>
DTIC	TAB <input type="checkbox"/>
Unannounced <input type="checkbox"/>	
Justification	
By	
Distribution /	
Availability Codes	
Dist	Avail and / or Special
A-1	

TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
PREFACE.	iv
SUMMARY OF RESULTS	v
INTRODUCTION	1
SURVEY METHODOLOGY	1
Inventory Development	1
Survey Administration	2
Survey Sample	2
Task Factor Administration.	5
SPECIALTY JOBS	5
Structure Overview.	6
Job Descriptions.	7
Comparison of Specialty Jobs.	20
Comparison of Current Survey To Previous Survey	21
Enlisted and Officer DAFSC Group Comparisons.	21
Enlisted Skill Level Comparisons.	22
Summary	28
Officer DAFSC Comparison.	28
Officer Rank Comparison	30
Summary	34
CONUS-OVERSEAS COMPARISONS	35
Enlisted Comparison	35
Officer Comparison.	35
JOB SATISFACTION	35

TABLE OF CONTENTS (CONTINUED)

	<u>PAGE NUMBER</u>
TRAINING ANALYSIS.	43
First-Assignment Personnel.	44
Equipment Utilized.	44
Training Emphasis and Task Difficulty	44
Specialty Training Standard (STS)	55
Plan of Instruction (POI)	56
Summary	56
MAJCOM COMPARISONS	63
IMPLICATIONS	63
APPENDIX A	66
APPENDIX B	67
APPENDIX C	68

PREFACE

→ This report presents the results of a detailed Air Force occupational survey of the Disaster Preparedness utilization field (AFSC 05XX) and career ladder (242X0). The project was undertaken at the request of the Combat Support Training Division, Headquarters Air Training Command, Randolph Air Force Base, Texas. Priority was established by the Occupational Analysis Program Priorities Working Group (PWG) in accordance with AFR 35-2. *Keywords:*

The survey instrument used in this project was developed by Mr Michael Fodale. Computer support for this project was provided by Ms Becky Hernandez. First Lieutenant Ernest T. Demetriades, Occupational Analyst, analyzed the survey and wrote the final report. Administrative support was provided by Ms Raquel A. Soliz. The report has been reviewed and approved by Mr Gerald R. Clow, Chief, Management Applications Branch, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies, and computer printouts from which this report was produced, may be obtained on request from the USAF Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

RONALD C. BAKER, Colonel, USAF
Commander
USAF Occupational Measurement
Center

JOSEPH S. TARTELL
Chief, Occupational Analysis Division
USAF Occupational Measurement
Center

→ Job analysis, Air Force training,
Personnel development,
Skills, Job satisfaction. (SDW) →

SUMMARY OF RESULTS

1. Survey Coverage: Inventory booklets were administered worldwide to Disaster Preparedness utilization field (AFSC 05XX) and career ladder (AFSC 242X0) incumbents. The survey sample contained 667 respondents, representing 70 percent and 68 percent of all officer and enlisted assigned personnel, respectively.
2. Specialty Jobs: Three clusters (containing six jobs) and nine independent jobs were identified in the specialty structure analysis. There was considerable similarity in all jobs with few uniquely performed tasks. Supply and equipment, training, and staff personnel composed the three clusters. The remaining jobs were oriented toward administrative and technical functions.
3. Enlisted DAFSC Comparison: Both 3- and 5-skill level personnel performed essentially the same job, which was primarily technical in most cases. Training functions were very common at the 5- and 7-skill levels. Seven-skill level personnel reported responsibility for performing many supervisory or managerial duties, while spending a part of their time on a wide variety of technical tasks. The 9-skill level members spent nearly all of their time on higher level supervisor and managerial functions. There were too few AFSC 24200 personnel in the survey to provide a meaningful discussion.
4. AFR 36-1 and 39-1 Specialty Descriptions: The specialty descriptions for both officer and enlisted personnel accurately depict the nature of the respective jobs.
5. Officer Rank Comparison: There is a smooth upward progression in the scope of responsibility and level of job held as rank increases. Captains overlapped considerably with functions performed by lieutenants and majors. They are the workhorse of the utilization field, performing substantially more tasks than the other ranks.
6. CONUS-Overseas Comparison: Differences were minimal between officer and enlisted CONUS and overseas groups. One small difference was CONUS officers were more involved with civil authorities, while overseas officers dealt more with coordinating Base Recovery After Attack operations and managing Nuclear, Biological, and Chemical Cells.
7. Job Satisfaction: Overall, job satisfaction and utilization of talents and training indicators decreased slightly from the 1982 Disaster Preparedness Occupational Survey Report. When comparing specialty jobs, personnel in the supervisory, managerial, and multi-function type jobs consistently showed a more positive view of job satisfaction than the technical and administrative personnel.

8. Training Analysis: Although the Specialty Training Standard (STS) of Dec 83 is very comprehensive, many of the elements have proficiency codes that are not supported by survey data. The Plan of Instruction (POI) contains several objectives with matched tasks performed by low percentages of first-assignment officers and airmen. Also, both officer and enlisted POI matches revealed many unreferenced tasks performed by high percentages of respondents. These discrepancies indicate a need for a thorough review of both the STS and POI for possible major revisions.

9. MAJCOM Analysis: A MAJCOM analysis compared job incumbents from different major commands within the Disaster Preparedness field. Very few differences were found.

10. Implications: The training program appears to require some major adjustments. Specifically, the STS analysis highlighted a need for proficiency coding changes, while the POI analysis revealed many unreferenced tasks and several unsupported objectives. The high number of unreferenced POI tasks, performed largely by officers, suggests a need for a possible DP management course for officers.

OCCUPATIONAL SURVEY REPORT
DISASTER PREPAREDNESS FIELD
(AFSC 05XX/242X0)

INTRODUCTION

This is a report of an occupational survey of the Disaster Preparedness field completed in September 1988 by the Occupational Analysis Division, USAF Occupational Measurement Center. The occupational survey was conducted in response to a request from HQ ATC/TTOC for occupational data on jobs and tasks performed by AFSC 05XX/242X0 personnel for use in revising the Specialty Training Standard (STS) and Plan of Instruction (POI).

The Disaster Preparedness field is responsible for the day-to-day management of key DP functions, such as attack response, survivability, base mobilization, and war planning to ensure positive interaction and simultaneous response during emergencies. This includes training personnel, maintaining and operating equipment and command posts, and activating various response teams.

Lateral entry into the career field for both officers and enlisted personnel is by attending the Category A, 47-day formal training course conducted at Lowry AFB CO.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-242-820, dated February 1987. A preliminary task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous job inventory, and data from the July 1982 Disaster Preparedness (AFSC 05XX/242X0) occupational survey report (OSR). This preliminary task list was refined and validated through personal interviews with training and operational subject-matter experts selected to cover a wide variety of AFSC 05XX/242X0 functions at the following locations:

Lowry AFB CO	- Technical Training School
Pentagon WASH DC	- HQ USAF Functional Managers
March AFB CA	- SAC
Edwards AFB CA	- AFSC
George AFB CA	- TAC

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

Norton AFB CA - MAC
Ramstein AB GE - HQ USAFE

This process resulted in a final job inventory containing a list of 590 tasks grouped within 11 duty headings and a background section which captured information about each respondent, such as grade, TICF, duty title, and job interest.

Survey Administration

Consolidated Base Personnel Offices (CBPO) in operational units worldwide administered the inventory to personnel holding AFSC 05XX/242X0. These job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Human Resource Laboratory (AFHRL).

Each individual completed the background information section and checked each task performed in their current job. After checking the tasks performed, the incumbent rated each task on a 9-point scale showing relative time spent on that task compared to other tasks performed. The ratings ranged from one (very small amount of time spent) through five (average amount of time spent) to nine (very large amount of time spent).

To determine relative time spent for each task checked by a respondent, all of an incumbent's ratings are assumed to account for 100 percent of the incumbent's time spent on the job and are summed. Each task rating is then divided by the total task ratings and then multiplied by 100. This procedure provides a basis for comparison of tasks in terms of percent members performing and average percent time spent.

Survey Sample

Eligible AFSC 05XX/242X0 personnel (those who had been working in their present job at least 6 weeks) were administered survey booklets. Table 1 shows the percentage distribution by major command and paygrade of assigned and survey sample AFSC 05XX personnel. The same information is provided for AFSC 242X0 personnel in Table 2. As can be seen from this data, the sample generally parallels assigned strength. The 134 officers and 533 enlisted respondents included in the final survey sample represent 70 and 68 percent, respectively, of the total assigned 05XX/242X0 career field personnel. As reflected in these tables, the survey sample provided a good representation of the career field population.

TABLE 1

AFSC 05XX COMMAND AND PAYGRADE REPRESENTATION
OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
USAFE	18	15
TAC	16	15
ATC	13	10
SAC	11	11
PACAF	8	11
MAC	9	11
AFLC	4	4
AFSC	4	4
OTHER	17	19
<u>PAY GRADE</u>		
0-1/0-2	15	15
0-3	61	60
0-4	19	19
0-5	4	5
0-6	1	1
TOTAL ASSIGNED*	192	
TOTAL ELIGIBLE FOR SURVEY**	180	
TOTAL IN SAMPLE	134	
PERCENT OF ASSIGNED IN SAMPLE	70%	
PERCENT OF ELIGIBLE IN SAMPLE	74%	

* As of March 1987

** Excludes those in PCS status, students,
hospitalized personnel, and personnel with less
than 6 weeks on the job

TABLE 2

AFSC 242X0 COMMAND AND DAFSC REPRESENTATION
OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
USAFE	22	19
TAC	17	19
SAC	13	12
MAC	11	13
PACAF	10	10
ATC	10	9
AFLC	4	4
AFSC	4	4
OTHER	9	10
<u>DAFSC</u>		
24230	1	4
24250	57	43
24270	35	46
24290	5	6
24200	2	1
TOTAL ASSIGNED*		780
TOTAL ELIGIBLE FOR SURVEY**		696
TOTAL IN SAMPLE		533
PERCENT OF ASSIGNED IN SAMPLE		68%
PERCENT OF ELIGIBLE IN SAMPLE		77%

* As of March 1987

** Excludes those in PCS status, students,
hospitalized personnel, and personnel with less
than 6 weeks on the job

Task Factor Administration

In addition to completing the job inventory, selected senior AFSC 242X0 personnel were asked to complete a second booklet for either training emphasis (TE) or task difficulty (TD). Selected senior AFSC 05XX personnel were asked to complete only a TE booklet. The TE and TD booklets were processed separately from the job inventories and the rating information and data obtained were used in analyses discussed later in this report.

Training Emphasis (TE). Individuals completing TE booklets were asked to rate tasks on a 10-point scale ranging from no training required to extremely heavy training required. TE is a rating of which tasks require structured training for first-assignment personnel. Structured training is defined as training provided at resident technical schools, field training detachments (FTD), formal on-the-job training (OJT), or any other organized training method. TE data were independently collected from 53 and 51 experienced officer and enlisted personnel, respectively, stationed worldwide. The interrater reliability (as assessed through components of variance of standard group means) was .93 for officers and .95 for enlisted personnel, which statistically indicates raters highly agreed on the tasks requiring some form of structured training to support jobs held by first-assignment personnel. If the raters were in complete agreement on what tasks were important for first-assignment personnel training, the interrater reliability would be 1.00.

Task Difficulty (TD). Those senior technicians completing a TD booklet were asked to rate all inventory tasks on a 9-point scale (from extremely low to extremely high) as to relative task difficulty. TD is defined as the length of time required by an average incumbent to learn to do a task. TD data were collected from 57 experienced AFSC 242X0 personnel stationed worldwide. As with TE ratings, if all raters were in complete accord on the relative difficulty of tasks in the inventory, the interrater reliability would be 1.00. The interrater reliability for the TD raters was .96 indicating excellent agreement on the relative degree of difficulty to learn each task in the inventory.

When used in conjunction with other factors, such as percent members performing, TD and TE ratings can provide insight into training requirements. Such information helps in evaluating efficiency of training programs.

SPECIALTY JOBS (Career Field Structure)

The USAF Occupational Analysis Program includes an examination of the career field structure on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of background or specialty factors.

For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. Each individual job description in the sample is compared to every other job description in terms of tasks

performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups or new groups are formed based on the similarity of tasks and percent of time ratings in each individual job description. This procedure is continued until all individuals and groups are combined to form a single composite representing the total survey sample.

The basic identifying group used in the job structuring process is the job. A job is a group of individuals who perform many of the same tasks and spend similar amounts of time performing them. When there is substantial degree of similarity between different jobs, they are grouped together and labeled as clusters. The number in each cluster, indicated by "N=", does not necessarily equal the sum of the jobs listed within the cluster. In these cases, the remainder of personnel are adequately described in the cluster definition. In many career fields, there are specialized jobs that are too dissimilar to be grouped into any cluster. These unique groups are labeled independent jobs.

Structure Overview

- I. BRANCH AND DIVISION CHIEFS (N=176)
- II. DISASTER PREPAREDNESS SPECIALISTS (N=48)
- III. INDEPENDENT DISASTER PREPAREDNESS TECHNICIANS (N=12)
- IV. OPERATIONS NCOICs (N=29)
- V. SURVIVAL RECOVERY CENTER (SRC)/NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) CELL PERSONNEL (N=9)
- VI. SUPPLY AND EQUIPMENT PERSONNEL CLUSTER (N=108)
 - A. Supply and Equipment NCOs (N=96)
 - B. Equipment and Training NCOs (N=9)
- VII. CONTROL CENTER OPERATORS (N=6)
- VIII. OPERATIONS NCOs (N=15)
- IX. TRAINING PERSONNEL CLUSTER (N=59)
 - A. Exercise Response Trainers (N=15)
 - B. Training NCOs (N=42)

- X. DISASTER PREPAREDNESS STAFF CLUSTER (N=102)
 - A. Higher Level Staff (N=58)
 - B. Inspectors (N=14)
- XI. INSTRUCTORS (N=25)
- XII. EQUIPMENT MONITORS (N=6)

These clusters and independent jobs accounted for 88 percent of the survey sample. The remaining 12 percent did not group with any of the clusters or independent job types because of the uniqueness of the job they perform or the manner in which they responded to the tasks listed in the job inventory.

Job Descriptions

The following paragraphs describe the job groups identified from the computer analysis. Figure 1 illustrates the relative size of each cluster and independent job within the total sample. Selected background information such as DAFSC, average TICF, and predominant grade is provided for these groups in Table 3. Data concerning the relative time spent in each of the 11 duties for personnel in each group is in Table 4. Representative tasks for the clusters and independent jobs are given in Appendix A.

Each job listed below will not necessarily be recognized as a distinct job currently performed in the field. As was evident from the data and from conversations with subject-matter experts in the field, the enlisted personnel often work in several disaster preparedness areas during the course of their tour at a particular base. Although the enlisted members usually work in one area at a time, they often help in other areas when needed. This versatility of personnel along with participation in special exercises or functions at the time of the survey may have led to these job variations.

The analysis of the disaster preparedness field reveals a fairly homogeneous structure. The tasks performed by the greatest percent of respondents and consuming the most time were primarily related to training, implementing, organizing and planning functions. The following representative tasks were performed by 60 percent or more of the survey respondents:

- conduct chemical warfare defense (CWD) training
- prepare memos for record
- conduct formal and informal briefings
- administer tests
- conduct staff assistance visits to subordinate units
- review lesson plans
- prepare briefings

DISTRIBUTION OF JOBS IN AFSCs 05XX AND 242X0 (N=667)

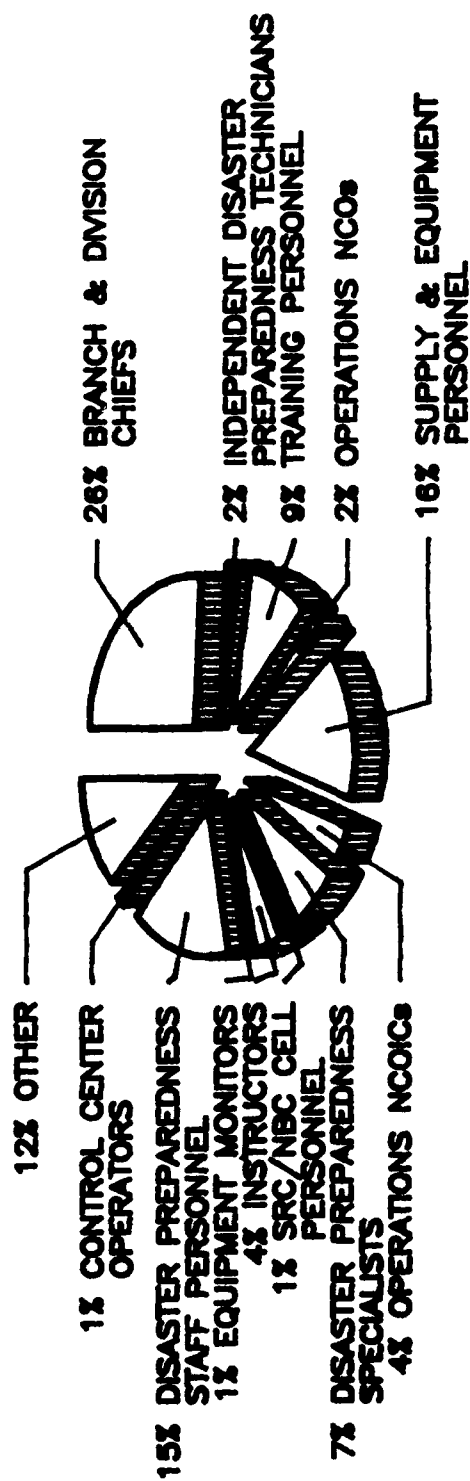


Figure 1

TABLE 3

SELECTED BACKGROUND DATA FOR 05XX/242X0 SPECIALTY JOBS*

	BRANCH AND DIVISION CHIEFS (GP104)	DISASTER PREPAREDNESS SPECIALISTS (STG233)	INDEPENDENT DISASTER PREPAREDNESS TECHNICIANS (STG219)	OPERATIONS NCOs (GP101)	SRC/NBC CELL NCOs (STG083)	INSTRUCTORS (STG037)
NUMBER IN GROUP	176	48	12	29	9	25
PERCENT OF TOTAL SAMPLE	26	7	2	4	1	4
PERCENT IN CONUS	66	60	25	100	44	68
PERCENT OFFICER	46	-	-	-	22	-
PERCENT ENLISTED	55	100	100	100	78	100

PERCENT OFFICER PAYGRADE AND ENLISTED DAFSC DISTRIBUTION						
0-1/0-2	9	-	-	-	11	-
0-3	33	-	-	-	11	-
0-4	3	-	-	-	-	-
0-5	1	-	-	-	-	-
0-6	-	-	-	-	-	-
24230/24250	5	56	8	55	11	48
24270	43	44	92	41	56	52
24290	7	-	-	3	11	-
24200	-	-	-	-	-	-

PREDOMINANT ENLISTED GRADES	E7	E5	E6	E5	E6-E7	E5
PREDOMINANT OFFICER GRADES	03	-	-	-	01-03	-
AVERAGE MONTHS IN PRESENT JOB	17	20	24	16	18	17
AVERAGE TICF (MOS)	82	65	91	67	81	68
AVERAGE TAFMS (MOS)	175	148	178	153	182	148
PERCENT FIRST ASSIGNMENT	34	35	17	45	33	44

- Denotes less than 1 percent

* Certain distributions may not sum to 100 percent due to rounding

TABLE 3 (CONTINUED)

SELECTED BACKGROUND DATA FOR 05XX/242X0 SPECIALTY JOBS*

	JOBS					
	SUPPLY AND EQUIPMENT CLUSTER (STG087)	SUPPLY AND EQUIPMENT NCOs (STG124)	TRAINING AND EQUIPMENT NCOs (STG097)	CONTROL CENTER OPERATORS (STG098)	OPERATIONS NCOs (STG077)	EQUIPMENT MONITORS (STG103)
NUMBER IN GROUP	108	96	9	6	15	6
PERCENT OF TOTAL SAMPLE	16	14	1	1	2	1
PERCENT IN CONUS	67	66	67	67	60	67
PERCENT OFFICER	-	-	-	-	-	-
PERCENT ENLISTED	100	100	100	100	100	100
PERCENT ENLISTED DAFSC DISTRIBUTION						
24230/24250	73	72	78	100	87	100
24270	27	28	22	-	13	-
24290	-	-	-	-	-	-
24200	-	-	-	-	-	-
PREDOMINANT ENLISTED GRADES						
AVERAGE MONTHS IN PRESENT JOB	E5	E5	E4-E5	E4	E5	E4
AVERAGE T1CF (MOS)	16	16	19	12	14	7
AVERAGE TAFMS (MOS)	43	43	54	18	49	14
PERCENT FIRST ASSIGNMENT	117	118	119	74	109	74
	65	63	100	100	74	100

- Denotes less than 1 percent

* Certain distributions may not sum to 100 percent due to rounding

TABLE 3 (CONTINUED)

SELECTED BACKGROUND DATA FOR 05XX/242X0 SPECIALTY JOBS*

	JOBS			JOBS		
	TRAINING CLUSTER (STG088)	EXERCISE RESPONSE TRAINERS (STG144)	TRAINING NCOS (GP107)	DP STAFF CLUSTER (STG030)	HIGHER LEVEL STAFF (GP103)	INSPECTORS (GP102)
NUMBER IN GROUP	59	15	42	102	58	14
PERCENT OF TOTAL SAMPLE	9	2	6	15	9	2
PERCENT IN CONUS	68	80	64	77	72	86
PERCENT OFFICER	-	-	-	41	48	28
PERCENT ENLISTED	100	100	100	59	53	71

PERCENT OFFICER PAYGRADE AND ENLISTED
DAFSC DISTRIBUTION

0-1/0-2	-	-	-	4	-	-
0-3	-	-	-	14	14	21
0-4	-	-	-	17	27	7
0-5	-	-	-	4	7	-
0-6	-	-	-	2	-	-
24230/24250	70	60	76	3	-	-
24270	30	40	24	34	22	50
24290	-	-	-	20	26	21
24200	-	-	-	3	5	-

PREDOMINANT ENLISTED GRADES
PREDOMINANT OFFICER GRADES
AVERAGE MONTHS IN PRESENT JOB
AVERAGE TICF (MOS)
AVERAGE TAFMS (MOS)
PERCENT FIRST ASSIGNMENT

E5	E5	E5	E7-E8 03-04	E7-E8 03-04	E7-E8
-	-	-	19	20	03
16	20	15	122	136	18
50	54	47	206	219	144
117	127	111	14	2	217
63	60	67			-

- Denotes less than 1 percent

* Certain percentages may not sum to 100 percent due to rounding

TABLE 4

AVERAGE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS*

DUTIES	TOTAL SAMPLE (STG001)	BRANCH AND DIVISION CHIEFS (GP104)	DISASTER PREPAREDNESS SPECIALISTS (STG233)	INDEPENDENT DISASTER PREPAREDNESS TECHNICIANS (STG219)	OPERATIONS NCOICs (GP101)	SRC/NBC CELL NCOs (STG083)
A. SUPERVISORY ORGANIZING AND PLANNING	11	15	6	11	9	9
B. DIRECTING AND IMPLEMENTING	14	17	8	10	14	15
C. INSPECTING AND EVALUATING	11	14	8	9	12	12
D. TRAINING	15	10	14	15	14	13
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	6	4	5	10	6	5
F. PERFORMING SUPPLY FUNCTIONS	7	3	8	10	2	1
G. PLANNING AND MANAGING DP OPERATIONS	7	12	9	11	11	11
H. MAINTAINING DP EQUIPMENT	9	3	10	7	7	7
I. MAINTAINING PRE-, TRANS-, AND POST-ATTACK RESPONSE OPERATIONS	8	11	12	4	10	3
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	8	11	12	4	10	3
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	2	3	4	1	2	-

* Columns may not add up to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 4 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS*

DUTIES	JOBS					
	SUPPLY AND EQUIPMENT CLUSTER (STG087)	SUPPLY AND EQUIPMENT NCOS (STG124)	TRAINING AND EQUIPMENT NCOS (STG097)	CONTROL CENTER OPERATORS (STG098)	OPERATIONS NCOS (STG077)	EQUIPMENT MONITORS (STG103)
A. SUPERVISORY ORGANIZING AND PLANNING	5	5	6	2	6	2
B. DIRECTING AND IMPLEMENTING	5	5	8	5	13	3
C. INSPECTING AND EVALUATING	5	5	4	3	10	3
D. TRAINING	13	11	25	26	23	15
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	5	4	14	9	11	2
F. PERFORMING SUPPLY FUNCTIONS	23	24	15	2	2	13
G. PLANNING AND MANAGING DP OPERATIONS	3	2	4	1	4	-
H. MAINTAINING DP EQUIPMENT	19	20	14	18	8	36
I. MAINTAINING PRE-, TRANS-, AND POST-ATTACK RESPONSE OPERATIONS	11	11	2	18	8	12
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	8	9	5	10	11	11
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	3	3	1	7	3	2

* Columns may not add up to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 4 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY SPECIALTY*

DUTIES	JOBS			JOBS			
	TRAINING CLUSTER (STG088)	EXERCISE RESPONSE TRAINERS (STG144)	TRAINING NCOs (GP107)	DP STAFF CLUSTER (STG030)	HIGHER LEVEL STAFF (GP103)	INSPECTORS (GP102)	INSTRUCTORS (STG037)
A. SUPERVISORY ORGANIZING AND PLANNING	5	4	5	23	58	16	5
B. DIRECTING AND IMPLIMENTING	7	7	7	26	30	15	9
C. INSPECTING AND EVALUATING	6	5	6	23	19	43	5
D. TRAINING	30	21	34	5	3	5	63
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	5	5	5	9	10	8	6
F. PERFORMING SUPPLY FUNCTIONS	2	2	2	2	1	-	2
G. PLANNING AND MANAGING DP OPERATIONS	4	5	4	7	9	5	2
H. MAINTAINING DP EQUIPMENT	10	8	12	2	-	7	5
I. MAINTAINING PRE-, TRANS-, AND POST-ATTACK RESPONSE OPERATIONS	15	21	13	-	-	-	-
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	11	17	9	-	-	-	-
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	4	6	3	-	-	-	-

* Columns may not add up to 100 percent due to rounding

- Indicates less than 1 percent

prepare reports on SAV
advise staff agencies on DP matters
perform inspections or organizational
maintenance on M17 series masks

I. BRANCH AND DIVISION CHIEFS (GP104, N=176). These 176 respondents are composed of both officer and enlisted personnel and represent 26 percent of the survey sample. They are the chiefs or NCOICs of their DP division or branch and are responsible for supervising, directing, planning, and evaluating. Ninety-four percent indicated they supervise personnel, with the average number supervised being four subordinates. This job is held primarily by Captains and Master Sergeants who possess a DAFSC of 0524 and 24270, respectively. They perform such tasks as:

direct development of Base DP Operations Plan
(OPlan)
advise commanders on DP matters
determine corrective actions for in-house DP
self-inspection discrepancies
advise tenant units on DP matters
conduct self-inspections of DP programs
review local implementing instructions for
consistency with OPlan 355-1
participate in commander's staff meetings

The number of DP personnel assigned to the base DP offices appeared to influence the amount of overlap between tasks performed by officers and enlisted personnel. There was little distinction between officers and enlisted personnel from offices containing an average of one officer and four enlisted personnel. However, in offices possessing an average of two officers and five to six enlisted personnel the distinction was more clear. In the latter case, officers spent more time working on the Base DP OPlan and establishing policies, while enlisted members were more involved in all aspects of SAVs.

II. DISASTER PREPAREDNESS SPECIALISTS (STG233, N=48). Comprising 7 percent of the survey sample, these 48 incumbents perform the largest number of tasks in the survey. The scope of this job is very broad, covering nearly all technical and training tasks and many administrative functions. The majority of their time is spent maintaining attack and major accident response capabilities, training, and maintaining equipment. Example tasks include:

review lesson plans
operate nontactical (intrabase) radios during
major accident responses
conduct staff assistance visits (SAV) to
subordinate units

- conduct DP support team training
- operate DP control centers during major accident responses
- maintain communications between shelters, DPCC, and command post

The majority of airmen are 5-skill level (56%); however, 44 percent have a 7-skill level.

III. INDEPENDENT DISASTER PREPAREDNESS TECHNICIANS (STG219, N=12). This is the most experienced base level group of enlisted personnel in the survey. These 7-skill level incumbents are mainly from overseas locations (75 percent). Since these incumbents are the only DP personnel in their office, they are responsible for handling all DP matters at their location. These NCOICs spend the majority of their time on training, planning, and administrative tasks, as well as a variety of technical functions. Characteristic tasks include:

- maintain DP office administrative files
- establish DP policies
- conduct self-inspections of DP program
- conduct shelter management team training
- prepare training schedules
- develop shelter management guides
- maintain equipment storage areas

IV. OPERATIONS NCOICs (GP101, N=29). The 29 members in this independent job are responsible for overseeing the operations branch of the DP office. The respondents are mostly 5- and 7-skill levels and perform the following tasks:

- prepare reports on SAV
- advise staff agencies and tenant units on DP matters
- conduct base level SAV
- review local implementing instructions for consistency with OPlan 355-1
- maintain log of events during major accident responses
- resolve problems resulting from local SAV or inspections

V. SRC/NBC CELL PERSONNEL (STG083, N=09). These nine incumbents, two of whom are officers, work heavily with maintaining attack response capability. Four of these respondents are from Eglin AFB, while the rest are from overseas locations. The majority of personnel are from very large DP

organizations, consisting of one or two officers and nine to twelve enlisted personnel. Relative to the other jobs, the enlisted personnel have been in the field a fairly long time, nearly 7 years. Example tasks include:

- analyze findings of NBC detection teams during post-attack responses
- direct unmasking procedures during post-attack responses
- direct plotting of graphic presentations (plotting board)
- establish communications between shelters, DPCC, and command post
- prepare NBC reports during post-attack responses
- coordinate DP requirements with commander's staff
- direct contamination control area activities during post-attack responses

VI. SUPPLY AND EQUIPMENT PERSONNEL CLUSTER (STG087, N=108). Comprising 16 percent of the survey sample, these airmen maintain DP equipment and perform supply functions. Most of these respondents possess a 5-skill level and hold the rank of E-5. Sixty-five percent are on their first assignment. Representative tasks include:

- perform inspections or organizational maintenance on radiac equipment
- inventory equipment
- issue or receive equipment
- periodically inspect personal dosimeters
- maintain equipment storage areas
- prepare AFTO Forms 140 (Equipment Maintenance Record)

Two jobs were identified within this cluster. The first was a group of 96 people who are Supply and Equipment NCOs (STG124). Since this group of specialists comprises the bulk of the cluster, the above description thoroughly represents these respondents. The other job in this cluster is Training and Equipment NCOs (STG097). The nine members of this group spend considerably more time performing training functions than the rest of the cluster members. They spend equal amounts of time performing training and supply and equipment functions, which totals just over 50 percent of their time. Over half of the incumbents reported they currently held positions in both the supply and equipment and training sections.

VII. CONTROL CENTER OPERATORS (STG098, N=6). The six members of this group possess a 5-skill level and spend a large amount of time operating DP control centers and performing associated functions during attack or natural disaster responses. This is the first DP assignment for these airmen, who have been in the field only 1.5 years. Typical tasks of this group include:

- operate DPCC during pre-, trans-, and post-attack responses
- operate DPCC during natural disaster responses
- perform inspections or organizational maintenance on mobile command post vehicle accessories
- maintain log of events during major accident responses
- maintain communications between shelters, DPCC, and command post

VIII. OPERATIONS NCOs (STG077, N=15). The 15 members in this independent job spend the majority of their time training, implementing, inspecting, and performing administrative functions. Sixty-six percent of the members indicated they were assigned to their operations section. These 5-skill level NCOs have been in the career field an average of 1.5 years less than the NCOICs described earlier. Tasks performed by these incumbents include:

- conduct base-level staff assistance visits
- prepare reports on SAV
- conduct base DP orientation training
- operate nontactical (intrabase) radios during major accident responses
- maintain log of events during major accident responses
- prepare memos for record

IX. TRAINING PERSONNEL CLUSTER (STG088, N=59). Comprising nine percent of the survey sample, these enlisted respondents spent over 30 percent of their time performing training functions. The primarily 5-skill level trainers are responsible for all base-level training. Having worked in the career field for an average of 4.2 years, these NCOs perform the following tasks:

- administer tests
- conduct mask confidence chamber exercises
- prepare training schedules
- conduct DP support team training
- prepare lesson plans
- update lesson plans
- conduct shelter management team training

Two jobs were identified within this cluster. The larger of the two jobs is Training NCOs (GP107). Because they compose about 75 percent of the cluster, the above cluster description accurately reflects their job.

The second group is Exercise Response Trainers (STG144). The 15 members in this job spent nearly 60 percent of their time on training functions and maintaining attack and major accident response capabilities. The incumbents indicated they worked in either the training or operations sections of their office. In addition to the tasks listed above in the cluster description, the respondents spent a great deal of time operating and supervising DP control centers (DPCC) and DP support teams (DPST), respectively, during major accident, natural disaster, and attack responses.

X. DP STAFF CLUSTER (STG030, N=102). Representing 15 percent of the survey respondents, these highly experienced officers and NCOs develop DP policy and regulations, as well as manage higher organizational DP programs. Seventy-nine percent of these incumbents hold intermediate command, major command, or Headquarters Air Force-level jobs. Having worked in the field for an average of over 12 years, these personnel are primarily captains, majors, master sergeants, and senior master sergeants. Typical tasks performed include:

- prepare papers, such as point, review, or talking papers
- develop inputs to MAJCOM regulations
- develop inputs to directives, other than for AFR 355-1
- analyze command DP programs
- develop inputs to other than DP plans, such as wartime or contingency plans
- conduct or complete staff studies

This cluster contains two jobs. The first job is Higher Level Staff (GP103) and represents the majority of the cluster personnel. The majority of officers in this group hold a DAFSC of 0516, while the enlisted members are about evenly split between the 7- and 9-skill levels. Some additional tasks performed by these incumbents include managing MAJCOM-level DP programs, establishing DP policies, and coordinating support requirements, such as mobility, budget, or personnel, with other organizations.

The other job is that of Inspectors (GP102). These 14 people spend 43 percent of their time inspecting and evaluating DP programs. The majority of officers in this job have a DAFSC of 0524 and most of the NCOs carry a 7-skill level. Typical tasks of the inspectors include developing criteria and checklists for the DP IG team, evaluating compliance with performance standards and office operating procedures, and reviewing inspection reports to determine trends.

XI. INSTRUCTORS (STG037, N=25). The major task emphasis of the 25 enlisted members in this independent job was on structured classroom training. Nearly 40 percent of their time is spent on 15 training tasks. Nine of the 25 personnel were from Lowry TTC. Fifty-two percent of the incumbents held a 7-skill level and the rest possessed a 5-skill level. Representative tasks performed by this group include:

- prepare or update lesson plans
- administer tests
- score tests
- prepare test questions
- analyze student critiques
- determine and validate training requirements
- develop training materials and aids

XII. EQUIPMENT MONITORS (STG103, N=6). The six enlisted members in this independent job maintain much of the DP equipment. Unlike most of the base-level jobs, these relatively inexperienced airmen, 1.2 years in the field, perform few training tasks. Eighty-three percent of the airmen held a 5-skill level and all were E-4s. Their job was fairly restrictive, spending 25 percent of their time on 12 tasks. The respondents performed the following tasks:

- replace equipment batteries
- periodically inspect CDV750 dosimeter chargers
- maintain PMEL equipment calibration schedules
- maintain personal field gear and protective equipment
- operationally check communications equipment
- maintain anti-contamination protective clothing

Comparison of Specialty Jobs

Identified in this career field structure were three clusters and nine independent jobs. As stated earlier, the Disaster Preparedness personnel are relatively homogeneous in terms of the work they perform. This is demonstrated by few jobs performing unique tasks. The DP Staff Cluster personnel were distinguished by performing unique tasks, while the remainder of the jobs were identified by the tasks where they spent most of their time. This holds true for the group of individuals from Lowry TTC and Eglin AFB. In most of the base-level jobs, excluding Branch and Division Chiefs and Operations NCOICs, the incumbents reported multiple position titles. The most common additional title reported was Training NCO. This is consistent with the large number of training tasks common to most jobs in the survey.

Officers mainly appeared in two areas, the Branch and Division Chiefs job and the DP Staff Level Cluster. In these areas there appeared to be considerable overlap with the senior ranking NCOs in the tasks performed. To some extent the number of personnel in the respective DP offices affects the degree of the overlap. This observation is most apparent with the Branch and Division Chiefs.

Comparison of Current Survey To Previous Survey (Specialty Job Structure)

The results of the specialty job analysis were compared to those of Occupational Survey Report (OSR) AFPT 90-222-446, dated July 1982. Table 5 displays a comparison of the jobs identified in each of the surveys. After reviewing the tasks performed within the jobs identified in 1982, it was concluded that most of the groups could be matched to similar tasks performed by the current jobs.

Three new jobs were identified in this analysis, two of the jobs identified were a result of the group's duty location (SRC/NBC Cell Personnel, Eglin AFB) or position (Independent DP Technicians, one-deep positions). On the other hand, two jobs identified in the 1982 survey were not found in the current survey. Both of these jobs, Shelter Inspection Specialists and Support Requirements NCOs, were absorbed into the other jobs.

Overall, the vast majority of jobs could be matched to jobs identified in 1982, thus displaying a relatively stable career field over time.

Enlisted and Officer DAFSC Group Comparisons

An analysis of 05XX and 242X0 DAFSC groups, in conjunction with the analysis of the career field structure, is an important part of each occupational survey. These analyses identify differences in tasks performed at the various duty and skill levels. This information may then be used to evaluate how well utilization field documents, such as AFR 39-1 and AFR 36-1 Specialty Descriptions and the Specialty Training Standard (STS), reflect what disaster preparedness personnel are actually doing in the field.

Comparison of the duty and task performance between DAFSCs 24230 and 24250 indicated the jobs performed are essentially the same, with only minor differences noted. Therefore, 3- and 5-skill levels will be discussed as a combined group in this report. Also, while chief enlisted managers (CEMs) were included in the survey, they are not included in this discussion because there were too few members to ensure a meaningful presentation.

The distribution of DAFSC groups across the specialty jobs is displayed in Table 6, while Table 7 offers another perspective by displaying the relative percent time spent on each duty across DAFSC groups.

Enlisted Skill Level Comparisons

A typical pattern of progression is present, with personnel spending more of their relative time on duties involving supervisory and managerial tasks (see Table 7, Duties A, B, C, G) and less on technical tasks (Duties F, H, I, J, K) as they move upward to the 7- and 9-skill level groups. Although there is a substantial decrease in the percent time spent on training tasks (Duty D) as skill level increases, the 3-, 5- and 7-skill level personnel spend more time in this area than in any other area. Tables 8 and 9 present differences across skill-level groups. Appendix B presents job descriptions for each of the skill levels discussed in this report.

DAFSC 24230/50: The 250 airmen in the 3- and 5-skill level group (representing 47 percent of the enlisted survey sample) are found in each of the specialty jobs in Table 6; however, the greatest concentration of these airmen (48 percent) is in the Supply and Equipment, and Training Clusters. Overall 70 percent of their time is spent performing technical type tasks, including training, which alone accounts for 22 percent of their time. Representative tasks performed by a large percentage of these incumbents include:

- conduct chemical warfare defense (CWD) training
- score tests
- conduct mask confidence chamber exercises
- perform inspections or organizational maintenance
on M17 series masks
- periodically inspect CDV750 dosimeter chargers

DAFSC 24270: Seven-skill level personnel (47 percent of the enlisted survey sample) spend 50 percent of their time performing more tasks (140) than any other group. Table 6 shows concentrations of these airmen in several managerial and supervisory positions; however, a fairly large number of respondents were located in the Supply and Equipment Cluster. As noted in Table 7, 46 percent of their time was spent on supervisory and managerial tasks, while training and technical tasks consumed 16 and 32 percent of their time, respectively. Progression to the 7-skill level involves the greater performance of supervisory and managerial tasks, such as:

- determine work priorities
- conduct informal briefings
- conduct staff assistance visits (SAV) to
subordinate units
- advise tenant units on DP matters
- establish operating instructions (OI)

DAFSC 24290: The 34 members in this group comprise 6 percent of the enlisted survey sample. These respondents are located primarily in the DP Staff Cluster working at the MAJCOM level. Career Ladder progression to the 9-skill level is evident as these personnel spend only 14 percent of their time on

TABLE 5

JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1982 SURVEY

CURRENT SURVEY (N=667)	PERCENT OF SAMPLE*	1982 SURVEY (N=488)	PERCENT OF SAMPLE*
BRANCH AND DIVISION CHIEFS (N=176)	26	BRANCH AND DIVISION CHIEFS (N=103)	21
DISASTER PREPAREDNESS SPECIALISTS (N=48)	7	DISASTER PREPAREDNESS SPECIALISTS (N=149)	31
INDEPENDENT DISASTER PREPAREDNESS TECHNICIANS (N=12)	2	NOT IDENTIFIED	0
OPERATIONS NCOICs (N=29)	4	OPERATIONS PLANNERS AND PROGRAMMERS (N=6)	1
OPERATIONS NCOs (N=15)	2	NOT IDENTIFIED	0
SRC/NBC CELL NCOs (N=9)	1	SUPPLY AND EQUIPMENT NCOs (N=33)	7
SUPPLY AND EQUIPMENT CLUSTER (N=108)	16	NOT IDENTIFIED	0
CONTROL CENTER OPERATORS (N=6)	1	TRAINING NCOICs (N=5)	1
TRAINING CLUSTER (N=59)	9	TRAINING NCOs (N=15)	3
		EXERCISE RESPONSE TRAINERS (N=25)	5
DISASTER PREPAREDNESS STAFF CLUSTER (N=102)	15	MAJCOM STAFF PERSONNEL (N=52)	11
INSTRUCTORS (N=25)	4	INSTRUCTORS (N=10)	2
EQUIPMENT MONITORS (N=6)	1	EQUIPMENT MONITORS (N=7)	1
NOT IDENTIFIED	0	SHELTER INSPECTION SPECIALISTS	1
NOT IDENTIFIED	0	SUPPORT REQUIREMENTS NCOs	1
OTHER	12	OTHER	7

* Columns may not add up to 100 percent due to rounding

TABLE 6

PERCENT DISTRIBUTION OF OFFICER AND ENLISTED DAFSC ACROSS JOBS*

JOB GROUPS	051X (N=32)	052X (N=102)	24230/ 24250 (N=249)	24270 (N=247)	24200/ 24290 (N=37)
I. BRANCH AND DIVISION CHIEFS (N=176)	12	75	4	31	32
II. DP SPECIALISTS (N=48)	-	-	11	8	-
III. INDEPENDENT DP TECHNICIANS (N=12)	-	-	-	4	-
IV. OPERATIONS NCOs (N=29)	-	-	6	5	3
V. SRC/NBC CELL NCOs (N=9)	-	-	-	2	3
VI. SUPPLY AND EQUIPMENT CLUSTER (N=108)	-	-	32	12	-
A. SUPPLY AND EQUIPMENT NCOs (N=96)	(-)	(-)	(28)	(11)	(-)
B. EQUIPMENT AND TRAINING NCOs (N=9)	(-)	(-)	(3)	(1)	(-)
VII. CONTROL CENTER OPERATORS (N=6)	-	-	2	-	-
VIII. OPERATIONS NCOs (N=15)	-	-	5	1	-
IX. TRAINING CLUSTER (N=59)	-	-	16	1	-
A. EXERCISE RESPONSE TRAINERS (N=15)	(-)	(-)	(4)	(2)	(-)
B. TRAINING NCOs (N=42)	(-)	(-)	(13)	(4)	(-)
X. DP STAFF CLUSTER (N=102)	75	17	1	14	62
A. HIGHER LEVEL STAFF (N=59)	(63)	(8)	(-)	(5)	(49)
B. INSPECTORS (N=14)	(3)	(3)	(-)	(3)	(8)
XI. INSTRUCTORS (N=25)	-	-	5	5	-
XII. EQUIPMENT MONITORS (N=6)	-	-	2	-	-
NOT GROUPED (N=72)	13	6	14	11	-

* Columns may not add up to 100 percent due to rounding

- Indicates less than 1 percent

TABLE 7
AVERAGE PERCENT TIME SPENT ON DUTIES BY OFFICER AND ENLISTED DAFSC GROUPS*

DUTIES	051X (N=32)	052X (N=102)	24230/ 24250 (N=249)	24270 (N=247)	24200/ 24290 (N=37)
A. SUPERVISORY ORGANIZING AND PLANNING	27	18	5	12	20
B. DIRECTING AND IMPLIMENTING	28	22	8	13	22
C. INSPECTING AND EVALUATING	19	15	6	13	19
D. TRAINING	2	7	22	16	6
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	10	4	6	6	8
F. PERFORMING SUPPLY FUNCTIONS	-	-	11	6	2
G. PLANNING AND MANAGING DP OPERATIONS	8	12	4	8	11
H. MAINTAINING DP EQUIPMENT	-	2	14	7	3
I. MAINTAINING PRE-, TRANS-, AND POST- ATTACK RESPONSE OPERATIONS	1	7	11	9	4
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	1	9	9	8	4
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	1	2	3	2	1

* Columns may not add up to 100 percent due to rounding
- Indicates less than 1 percent

TABLE 8

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 24230/24250 AND 24270 AIRMEN
(PERCENT MEMBERS PERFORMING)

TASKS	24230/ 24250 (N=249)	24270 (N=247)	DIFF
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	94	70	24
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	49	25	24
H399 MAINTAIN ANTI-CONTAMINATION PROTECTIVE CLOTHING	56	32	24
I447 TRANSPORT EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL	57	33	24
B238 SCORE TESTS	82	60	22
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	69	48	21
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	73	52	21
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	68	48	20
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	70	51	19
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	18	56	-38
A15 DETERMINE WORK PRIORITIES	34	71	-37
A20 DEVELOP INPUTS TO DIRECTIVES, OTHER THAN FOR AFR 355-1	22	59	-37
B93 INTERPRET DIRECTIVES, POLICIES, OR PROCEDURES FOR SUBORDINATES	14	50	-36
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	28	63	-35
A22 DEVELOP INPUTS TO OTHER THAN DP PLANS, SUCH AS WARTIME OR CONTINGENCY PLANS	21	56	-35
A52 REVIEW WORK PRIORITIES	20	54	-34
A10 COORDINATE SUPPORT REQUIREMENTS, SUCH AS LOGISTICS, MOBILITY, BUDGET, OR PERSONNEL, WITH OTHER ORGANIZATIONS	23	57	-34
C157 PREPARE APR	19	53	-34

TABLE 9

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 24270 AND DAFSC 24290 AIRMEN
(PERCENT MEMBERS PERFORMING)

TASKS	24270 (N=247)	24290 (N=34)	DIFF
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	70	12	58
D184 CONDUCT DECONTAMINATION TEAM TRAINING	53	3	50
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	60	12	48
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	52	6	46
E239 UPDATE LESSON PLANS	59	15	44
D230 PREPARE LESSON PLANS	59	18	41
D187 CONDUCT DP BASE ORIENTATION TRAINING	50	9	41
D214 DEVELOP TRAINING MATERIALS	52	12	40
D213 DEVELOP TRAINING AIDS	52	15	37
J514 ACTIVATE DISASTER PREPAREDNESS SUPPORT TEAMS (DPST) DURING MAJOR ACCIDENT RESPONSES	53	21	32
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	63	32	31
I476 MAINTAIN COMMUNICATIONS BETWEEN SHELTERS, DPCC, AND COMMAND POST	57	26	31
B60 ANALYZE COMMAND DP PROGRAMS	22	71	-49
C169 REVIEW OUTGOING MESSAGES FOR ACCURACY AND CONTENT	50	97	-47
A9 COORDINATE MANNING ASSIGNMENTS OF DISASTER PREPAREDNESS (DP) PERSONNEL WITH PERSONNEL MANAGERS	24	71	-47
A21 DEVELOP INPUTS TO MAJCOM REGULATIONS	41	85	-44
A26 DRAFT SUPPORTING DIRECTIVES TO AIR FORCE PUBLICATIONS, OTHER THAN FOR DP PUBLICATIONS	22	65	-43
G336 COORDINATE ACTION PLANS FOR WAR MOBILIZATION PLAN (WMP) OPERATIONS	16	56	-40
C125 DEVELOP CRITERIA FOR DP IG TEAM INSPECTIONS	11	50	-39
A7 CONDUCT OR COMPLETE STAFF STUDIES	49	88	-39

technical tasks and 72 percent on directing, implementing, supervising, organizing, and planning. There are no technical tasks performed in the first 50 percent of their time spent and only three training tasks. Example tasks include:

- develop inputs to MAJCOM regulations
- prepare papers, such as point, position, review, or talking papers
- develop inputs to directives, other than for AFR 355-1
- analyze command DP programs
- advise commanders on DP matters

Summary

Career ladder progression is very well defined in this specialty. The 3- and 5-skill level airman spend the vast majority of their time performing technical tasks. While the 7-skill level personnel continue to perform some of the technical tasks, they spend nearly half of their time performing supervisory and managerial tasks. Finally, the 9-skill level incumbents spend almost all of their time exclusively on supervisory and managerial tasks. Progression from the performance of technical tasks to supervisory and managerial tasks is clearly evident with advancement in skill level.

Officer DAFSC Comparison

The 052X officers perform on the average almost twice as many tasks as 051X officers. As a result, the Base DP Officers perform many of the same tasks as DP Staff Officers, excluding those tasks directly relating to higher organizational level functions. On the other hand, there are a number of tasks that Base DP Officers perform that DP Staff Officers do not. These include, of course, base-level specific duties, including responding to and assisting in actual disasters. Table 10 displays the main differences between these two groups of officers.

DAFSC 052X: The 102 officers in this group were primarily in the Branch and Division Chiefs job, as would be expected. Located mainly at base-level DP offices, these officers spent the majority of their time on tasks related to directing, supervising, planning, and evaluating. Some of these characteristic tasks include:

- assign suspense dates
- assign personnel to duty positions
- advise on-scene-commanders of on-scene disaster control group (DCG) composition during major accident responses
- advise commanders on DP matters
- establish DP policies

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC 051X AND DAFSC 052X OFFICERS

TASKS	051X (N=32)	052X (N=102)	DIFF
G397 SERVE AS MEMBER OF THE HEADQUARTERS EMERGENCY RESPONSE TEAM	38	5	33
A26 DRAFT SUPPORTING DIRECTIVES TO AIR FORCE PUBLICATIONS, OTHER THAN FOR DP PUBLICATIONS	68	37	31
C125 DEVELOP CRITERIA FOR DP IG TEAM INSPECTIONS	41	15	26
B60 ANALYZE COMMAND DP PROGRAMS	66	41	25
C162 PREPARE RESPONSES TO INQUIRIES, SUCH AS HIGHER LEVEL OR CONGRESSIONAL INQUIRIES	50	29	21
J516 ADVISE ON-SCENE-COMMANDERS OF ON-SCENE DISASTER CONTROL GROUP (DCG) COMPOSITION DURING MAJOR ACCIDENT RESPONSES	6	75	-69
G380 PREPARE BASE DP OPERATIONS PLAN (OPLAN) 355-1	6	75	-69
J568 SERVE AS ON-SCENE DCG MEMBER DURING MAJOR ACCIDENT RESPONSES	9	75	-66
J518 ASSIST THE ON-SCENE-COMMANDER DURING MAJOR ACCIDENT RESPONSES	13	77	-64
J519 BRIEF DISASTER RESPONSE FORCE (DRF) MEMBERS DURING MAJOR ACCIDENT RESPONSES	9	72	-63
G355 COORDINATE NATURAL DISASTER RESPONSE PROCEDURES WITH OTHER BASE AGENCIES	6	67	-61
D195 CONDUCT ON-SCENE DISASTER CONTROL GROUP (DCG) TRAINING	6	67	-61
G349 COORDINATE EXISTING PROTECTIVE SHELTER REQUIREMENTS WITH CE	9	70	-61
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	22	79	-57
B63 APPROVE OR DISAPPROVE OPERATING INSTRUCTIONS (OI)	22	79	-57

establish organizational policies
direct development of Base DP OPlan
prepare APR

DAFSC 051X: These 32 officers are spending a large amount of time directing and planning, reflecting the jobs most of them hold in the higher organizational levels of the the DP field. Examples of tasks performed by the field grade officers include:

conduct or complete staff studies
formulate DP programs
prepare papers, such as point, position,
review, of talking papers
develop inputs to MAJCOM regulations
conduct working group conferences or meetings
conduct formal briefings
determine requirements for personnel
analyze command DP programs

ANALYSIS OF AFR 36-1 AND AFR 39-1 SPECIALTY DESCRIPTIONS

Occupational survey data were compared to the AFR 36-1 and 39-1 Specialty Descriptions, dated 1 January 1984 and 1 February 1988, respectively, for the following AFSCs:

0511/0516	Disaster Preparedness Staff Officer
0521/0524	Base Disaster Preparedness Officer
24230/24250	Disaster Preparedness Specialist
24270	Disaster Preparedness Technician
24290	Disaster Preparedness Superintendent

The findings in this survey support the disaster preparedness descriptions for both officer and the enlisted personnel.

Officer Rank Comparison

The officer survey respondents performed few technical and training tasks and spent much less time in these areas than the enlisted survey respondents. As a whole, the majority of their time is spent directing, implementing, supervising, evaluating, and planning. As rank increased, there was a gradual increase in time spent in the supervisory and managerial duties, while what little time was spent on training and technical duties generally decreased

(see Table 11). Also, Table 12 shows the distribution of jobs within each rank. Colonels are not discussed in this section because there were too few in the survey to ensure a meaningful discussion.

Lieutenants and Captains. Lieutenants and captains performed very similar jobs. Most of the lieutenants (75%) and captains (73%) were in the Branch and Division Chiefs job and perform many base lower level management tasks. Some of these are:

- review outgoing correspondence for accuracy and content
- advise commanders on DP matters
- direct development of Base DP Operations plans (OPlan)
- review MAJCOM regulations or supplements to determine management actions
- conduct local staff meetings

Several differences, although fairly small, were noted between the two ranks. A larger percentage of lieutenants than captains performed tasks administrative in nature and pertaining to equipment or major accident responses. Some of these tasks include:

- maintain log of events during major accident responses
- activate disaster preparedness support teams (DPST)
- periodically inspect chemical warfare defense (CWD) ground crew ensembles
- perform major accident plotting

All tasks performed by a larger percentage of captains were not meaningfully different from the percentage of lieutenants who also performed them. Any differences found were between tasks performed by less than 50 percent of each group. Captains, however, appeared more involved in the following tasks:

- coordinate action plans for War Mobilization Plan (WMP) operations
- coordinate Base Limiting Factors (LIMFAC) Reports
- coordinate action plans for Base Recovery after attack (BRAT) operations

Captains and Majors. Well over half of the majors were in the DP Staff Cluster working at the Numbered Air Force or MAJCOM-level. As would be expected in these jobs, they performed staff and management related tasks. The majors who responded to this survey also spend more time performing administrative

TABLE 11

AVERAGE PERCENT TIME SPENT ON DUTIES BY OFFICER PAYGRADE GROUPS*

DUTIES	0-1/0-2 (N=20)	0-3 (N=80)	0-4 (N=25)	0-5 (N=7)
A. SUPERVISORY ORGANIZING AND PLANNING	17	19	28	29
B. DIRECTING AND IMPLIMENTING	22	22	25	27
C. INSPECTING AND EVALUATING	14	16	16	16
D. TRAINING	9	6	3	4
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	5	4	11	6
F. PERFORMING SUPPLY FUNCTIONS	1	-	-	-
G. PLANNING AND MANAGING DP OPERATIONS	11	13	10	7
H. MAINTAINING DP EQUIPMENT	3	2	-	-
I. MAINTAINING PRE-, TRANS-, AND POST- ATTACK RESPONSE OPERATIONS	6	7	2	3
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	10	8	3	6
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	2	2	1	3

* Columns may not add up to 100 percent due to rounding
 - Indicates less than 1 percent

TABLE 12
PERCENT DISTRIBUTION OF OFFICER PAYGRADE ACROSS JOBS*

JOB GROUPS	0-1/0-2 (N=20)	0-3 (N=80)	0-4 (N=25)	0-5 (N=7)	0-6 (N=2)
I. BRANCH AND DIVISION CHIEFS (N=176)	75	73	24	29	-
II. DP SPECIALISTS (N=48)	-	-	-	-	-
III. INDEPENDENT DP TECHNICIANS (N=12)	-	-	-	-	-
IV. OPERATIONS NCOICs (N=29)	-	-	-	-	-
V. SRC/NBC CELL NCOs (N=9)	5	1	-	-	-
VI. SUPPLY AND EQUIPMENT CLUSTER (N=108)	-	-	-	-	-
A. SUPPLY AND EQUIPMENT NCOs (N=96)	-	-	-	-	-
B. EQUIPMENT AND TRAINING NCOs (N=9)	-	-	-	-	-
VII. CONTROL CENTER OPERATORS (N=6)	-	-	-	-	-
VIII. OPERATIONS NCOs (N=15)	-	-	-	-	-
IX. TRAINING CLUSTER (N=59)	-	-	-	-	-
A. EXERCISE RESPONSE TRAINERS (N=15)	-	-	-	-	-
B. TRAINING NCOs (N=42)	-	-	-	-	-
X. DP STAFF CLUSTER (N=102)	20	17	68	57	100
A. HIGHER LEVEL STAFF (N=58)	-	10	64	57	-
B. INSPECTORS (N=14)	-	4	4	-	-
XI. INSTRUCTORS (N=25)	-	-	-	-	-
XII. EQUIPMENT MONITORS (N=6)	-	-	-	-	-
NOT GROUPED (N=72)	-	9	8	14	-

* Columns may not add up to 100 percent due to rounding
- Indicates less than 1 percent

type tasks than any other officer group. Majors perform few tasks that captains do not, mainly because captains spend 50 percent of their time on 98 tasks compared with only 48 tasks for majors. The few tasks performed by more majors than captains include:

- provide input for statement of operational needs,
such as for improvement of NBC defense equipment
- conduct work group conferences or meetings
- prepare materials for reproduction services

Since the captains in this survey were primarily base level, they performed many base and lower level management tasks that few of the majors did. These tasks include:

- prepare base DP (OPlan) 355-1
- advise on-scene-commander of on-scene disaster
control group (DCG) composition during major
accident responses
- approve or disprove requisitions for equipment
- approve or disapprove operating instructions (OI)
- assign personnel to duty positions

Majors and Lieutenant Colonels. The majority of lieutenant colonels in the survey held higher level staff positions. They primarily differed from majors in that they dealt with higher headquarters, reserve forces, and manning issues. Such tasks included:

- coordinate requests for responses to natural
disasters with higher headquarters
- resolve conflicts in forecasted work assignments
- coordinate requests for responses to natural
disasters with Numbered Air Force Reserve
(NAFR)
- provide orientations of DP programs for visitors
- evaluate individuals, such as for promotion,
demotion, or reclassification

Summary

There appears to be a fairly smooth and upward progression in the level of jobs held and in the scope of responsibility as rank increases. Captains, as was expected, perform the greatest number of tasks and hold jobs primarily at the base level, but are also found at higher levels. As a result, the scope of their job description overlaps into the lieutenants and majors description. As rank increases, tasks requiring more responsibility appear more numerous.

CONUS-OVERSEAS COMPARISONS

Enlisted Comparison

The CONUS and overseas 24250 personnel were highly similar in tasks performed and the amount of time spent in each of the duty areas. Differences between the two groups were negligible.

Officer Comparison

Differences between CONUS and overseas officers, though not large, were more evident than between enlisted personnel. CONUS officers spend more time coordinating with civil authorities and the Air Force Reserve, while overseas personnel were much more involved with coordinating Camouflage Concealment and Deception (CCD) preparations, Base Recovery After Attack (BRAT) operations, and conventional attack protective measures. The 05XX overseas personnel also managed Nuclear, Biological, and Chemical (NBC) Cells and participated in the Air Base Survivability Group. Tasks distinguishing the overseas officers were more pronounced than those favoring CONUS personnel.

JOB SATISFACTION

An important part of analysis within any OSR involves the job satisfaction of respondents. Reported job interest, perceived utilization of training and talents, and sense of accomplishment for each specialty job are provided in Table 13. In addition, Table 14 shows a comparison of AFSC 05XX rank job satisfaction data against a comparative sample from an Air Force-wide Professional Military Education study. Table 15 presents TICF data for the enlisted survey respondents displayed with data from a comparative sample of the cost analysis career ladder surveyed in 1987. The data can give a relative measure of how the job satisfaction of AFSCs 05XX and 242X0 personnel compares with that of other similar AF personnel. Finally, Tables 16 and 17 display data for officer and enlisted DP TICF groups, respectively, along with data from respondents to the last occupational survey of the career field, published in 1982. This provides an indication of how job satisfaction perceptions within the career field have changed over time.

Table 13 shows the highest and most consistent positive job satisfaction responses were provided by Branch and Division Chiefs, DP Specialists and Technicians, Instructors, and DP Staff Personnel. The least satisfied responses, across the board, came from the Control Center Operators, followed closely by Exercise Response Trainers, and Training and Equipment NCOs. Overall, it appears the supervisory, managerial, and multi-function type jobs contained more satisfied personnel, especially in expressed job interest, than the administrative and more technical jobs.

TABLE 13

JOB SATISFACTION DATA FOR CLUSTERS AND INDEPENDENT JOBS
(PERCENT MEMBERS PERFORMING)*

	BRANCH AND DIVISION CHIEFS (GP104)	DISASTER PREPAREDNESS SPECIALISTS (STG233)	DISASTER PREPAREDNESS TECHNICIANS (STG219)	OPERATIONS NCOs (GP101)	SRC/NBC CELL NCOs (STG083)	INSTRUCTORS (STG037)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	76	75	75	62	56	80
SO-SO	14	17	8	21	22	12
DULL	10	8	17	17	22	8
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	82 18	81 17	75 25	90 10	78 22	84 16
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	80 20	79 19	73 17	79 21	78 22	76 24
<u>SENSE OF ACCOMPLISHMENT:</u>						
SATISFIED	65	65	83	69	67	72
AMBIVALENT	7	4	-	3	11	12
DISSATISFIED	28	31	17	28	22	16

* Columns may not add up to 100 percent due to rounding or a lack of response
- Indicates none

TABLE 13 (CONTINUED)

JOB SATISFACTION DATA FOR CLUSTERS AND INDEPENDENT JOBS
(PERCENT MEMBERS PERFORMING)*

	JOBS					
	<u>SUPPLY AND EQUIPMENT CLUSTER (STG087)</u>	<u>SUPPLY AND EQUIPMENT NCOS (STG124)</u>	<u>TRAINING AND EQUIPMENT NCOS (STG097)</u>	<u>CONTROL CENTER OPERATORS (STG098)</u>	<u>OPERATIONS NCOS (STG077)</u>	<u>EQUIPMENT MONITORS (STG103)</u>
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	66	67	56	50	47	83
SO-SO	18	16	44	33	47	17
DULL	16	18	-	17	7	-
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	73	72	78	67	80	67
LITTLE OR NOT AT ALL	27	28	22	33	20	33
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	80	81	56	67	87	100
LITTLE OR NOT AT ALL	20	19	44	33	13	-
<u>SATISFIED WITH SENSE OF ACCOMPLISHMENT:</u>						
SATISFIED	54	54	33	50	53	67
AMBIVALENT	13	14	11	17	-	17
DISSATISFIED	33	32	56	33	47	17

* Columns may not add up to 100 percent due to rounding or a lack of response
- Indicates none

TABLE 13 (CONTINUED)

JOB SATISFACTION DATA FOR CLUSTERS AND INDEPENDENT JOBS
(PERCENT MEMBERS PERFORMING)*

	JOBS				JOBS	
	TRAINING CLUSTER (STG088)	EXERCISE RESPONSE TRAINERS (STG144)	TRAINING NCOS (GP107)	DP STAFF CLUSTER (STG030)	HIGHER LEVEL STAFF (GP103)	INSPECTORS (GP102)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	59	53	62	82	81	93
SO-SO	24	27	24	13	14	-
DULL	17	20	16	5	5	7
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	73 27	73 27	74 26	84 16	88 12	93 7
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	80 20	67 33	83 17	76 24	81 19	93 7
<u>SENSE OF ACCOMPLISHMENT:</u>						
SATISFIED	53	40	57	72	66	93
AMBIVALENT	10	-	14	7	7	-
DISSATISFIED	37	60	29	22	28	7

* Columns may not add up to 100 percent due to rounding or a lack of response
- Indicates none

TABLE 14

COMPARISON OF JOB SATISFACTION INDICATORS FOR DAFSC 05XX TICF GROUPS
(PERCENT MEMBERS RESPONDING)*

	LIEUTENANT		CAPTAIN		MAJOR		LIEUTENANT COLONEL	
	05XX (N=20)	COMP SAMPLE (N=2,593)	05XX (N=80)	COMP SAMPLE (N=3,290)	05XX (N=25)	COMP SAMPLE (N=1,899)	05XX (N=7)	COMP SAMPLE (N=1,453)
<u>EXPRESSED JOB INTEREST:</u>								
INTERESTING	70	85	70	88	88	90	86	92
SO-SO	20	7	19	7	-	6	14	4
DULL	10	8	10	6	12	4	-	4
<u>PERCEIVED UTILIZATION OF TALENTS:</u>								
FAIRLY WELL TO PERFECTLY	80	82	71	89	84	92	100	93
LITTLE OR NOT AT ALL	20	17	29	11	16	8	-	7
<u>SENSE OF ACCOMPLISHMENT:</u>								
SATISFIED	65	78	61	81	68	82	86	85
AMBIVALENT	5	5	5	3	12	3	14	3
DISSATISFIED	30	16	33	16	20	14	-	12
<u>CAREER INTENTIONS:</u>								
STAY OR PROBABLY STAY FOR RETIREMENT	80	78	86	87	100	97	100	99
SEPARATE OR PROBABLY SEPARATE BEFORE RETIREMENT	20	22	19	13	-	2	-	1

* Columns may not add up to 100 percent due to rounding

- Indicates none

TABLE 15

COMPARISON OF JOB SATISFACTION INDICATORS FOR DAFSC 242X0 T1CF GROUPS
(PERCENT MEMBERS RESPONDING)*

	<u>1-48 MONTHS T1CF</u>		<u>49-96 MONTHS T1CF</u>		<u>97+ MONTHS T1CF</u>	
	1987		1987		1987	
	242X0 (N=231)	COMP SAMPLE (N=94)	242X0 (N=123)	COMP SAMPLE (N=101)	242X0 (N=180)	COMP SAMPLE (N=114)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	68	65	72	70	71	70
SO-SO	19	16	19	15	15	16
DULL	11	18	10	15	14	12
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	80	74	76	75	80	74
LITTLE OR NOT AT ALL	19	26	24	25	19	25
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	81	69	83	52	79	67
LITTLE OR NOT AT ALL	19	30	16	38	21	32
<u>SENSE OF ACCOMPLISHMENT:</u>						
SATISFIED	65	61	59	60	60	64
AMBIVALENT	10	11	9	5	8	7
DISSATISFIED	25	28	33	35	32	20

* Columns may not add up to 100 percent due to rounding
- Indicates none

TABLE 16

COMPARISON OF JOB SATISFACTION INDICATORS FOR CURRENT SURVEY
AND 1982 SURVEY ACROSS DAFSC 05XX T1CF GROUPS
(PERCENT MEMBERS RESPONDING)*

	<u>1-48 MONTHS T1CF</u>		<u>49-96 MONTHS T1CF</u>		<u>97+ MONTHS T1CF</u>	
	1982 (N=81)	1987 (N=59)	1982 (N=18)	1987 (N=39)	1982 (N=25)	1987 (N=36)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	85	73	89	69	72	83
SO-SO	9	17	-	21	8	6
DULL	6	10	11	8	8	11
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	79	73	67	77	72	83
LITTLE OR NOT AT ALL	21	27	33	23	20	17
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	66	64	67	77	80	72
LITTLE OR NOT AT ALL	33	36	33	23	20	28

* Columns may not add up to 100 percent due to rounding or lack of response
- Indicates none

TABLE 17

COMPARISON OF JOB SATISFACTION INDICATORS FOR CURRENT SURVEY
AND 1982 SURVEY ACROSS DAFSC 242X0 T1CF GROUPS
(PERCENT MEMBERS RESPONDING)*

	<u>1-48 MONTHS T1CF</u>		<u>49-96 MONTHS T1CF</u>		<u>97+ MONTHS T1CF</u>	
	1982	1987	1982	1987	1982	1987
	(N=145)	(N=231)	(N=162)	(N=123)	(N=57)	(N=180)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	76	68	72	72	84	71
SO-SO	10	19	14	19	11	15
DULL	14	11	14	10	5	14
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	76	80	79	76	91	81
LITTLE OR NOT AT ALL	24	19	21	24	9	19
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	81	81	75	83	88	79
LITTLE OR NOT AT ALL	19	19	25	16	12	21

* Columns may not add up to 100 percent due to rounding

Although the DP officers of all ranks responded quite favorably to each job satisfaction indicator, there were a few negative deviations with the responses obtained from the 1984 Officer PME study (Table 14). Greater percentages of each rank indicated their job was so-so or dull when compared with the 1984 study. Lieutenants through majors also responded more negatively to perceived use of their talents. Most noticeable, however, was that nearly one-third of the lieutenants and captains were dissatisfied with their sense of accomplishment. On the other hand, all ranks were more positive on their career intentions than the comparative sample.

In Table 15, the enlisted personnel consistently showed a more positive response to the job satisfaction indicators than the comparative sample. Those individuals in the field 8 or more years faltered slightly in their sense of accomplishment, in relation to the comparative sample, with nearly one-third dissatisfied.

Finally, there was a general decrease in the positive responses to most of the job satisfaction indicators among enlisted personnel from the 1982 survey to the present (Table 17). There appear to be no particular trends as TICF increases. The officers generally were close to the responses of the earlier survey, with the exception of the 49-96 TICF group, who noticeably felt their job was less interesting.

When there are serious problems in a career ladder, survey respondents are usually quite free with write-in comments to complain about perceived problems in the field. Eight percent of the survey sample used the write-in feature to convey some type of information, but only 9 percent of the comments (less than half a percent of the survey sample) could be characterized as complaints.

TRAINING ANALYSIS

Occupational survey data are one of the many sources of information which can be used to assist in the development of a training program relevant to the needs of first-assignment personnel. Factors which may be used in evaluating training include the overall description of the job being performed by first-assignment personnel and their overall distribution across career field jobs, percentages of first-assignment (1-48 months TICF) members performing specific tasks or using certain equipment or procedures, as well as training emphasis and task difficulty ratings (previously explained in the SURVEY METHODOLOGY section).

To assist specifically in the evaluation of the Specialty Training Standard (STS) dated Dec 83 and the Plan of Instruction (POI) dated Jun 86, technical school personnel from Lowry TTC matched job inventory tasks to appropriate elements of the STS and objectives of the POI. It was this matching upon which comparison to these documents was based. A complete computer listing displaying the percent members performing tasks, training

emphasis and task difficulty ratings (enlisted only) for each task, along with the STS and POI matchings, has been forwarded to the technical school for their use in further detailed reviews of training documents. A summary of this information is presented below.

First-Assignment Personnel

In this study, there were 59 officers who were in their first assignment in the DP field (1-48 months TICF), representing 44 percent of the total officer survey sample. The job performed by these respondents centers on Branch and Division Chiefs, as shown in Figure 2. Primary tasks performed by the first-assignment officers dealt with administrative correspondence, advising others on DP matters, conducting briefings and staff meetings, and supervising 24270 personnel. Table 18 displays a more complete listing of tasks.

The 231 first-assignment enlisted personnel composed 43 percent of the enlisted survey sample. As shown in Figure 3, almost one-third of these personnel work in the Supply and Equipment Job, with an additional 16 percent working in training positions. Tasks performed by a large majority of the first-assignment enlisted personnel include administering and scoring tests, conducting chemical warfare defense and DP base orientation training, and maintaining and inspecting various pieces of equipment. A more thorough list is presented in Table 19.

Equipment Utilized

One of the objectives of this survey project was to gather data for the technical training school pertaining to the types of equipment currently used in the field. Accordingly, Table 20 presents the percentages of first-assignment airmen and officers operating and training the various types of DP equipment. This type of information is useful for both the technical school and MAJCOM training personnel to assist them in focusing limited training time or other resources on the most utilized items.

Training Emphasis and Task Difficulty

Training emphasis (TE) data is a secondary factor that can assist technical school personnel in deciding what tasks should be emphasized in entry-level training. These ratings, based on the judgments of experienced officers and senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks considered important for first-assignment officer and airmen training. Tables 21 and 22 list those tasks with the highest TE for officers and enlisted personnel, respectively. Task difficulty (TD) ratings were gathered from experienced NCOs only. These ratings convey to the training personnel the difficulty for a first-assignment airman to learn how to perform a task.

DISTRIBUTION OF FIRST-ASSIGNMENT 05XX OFFICERS
(N=59)

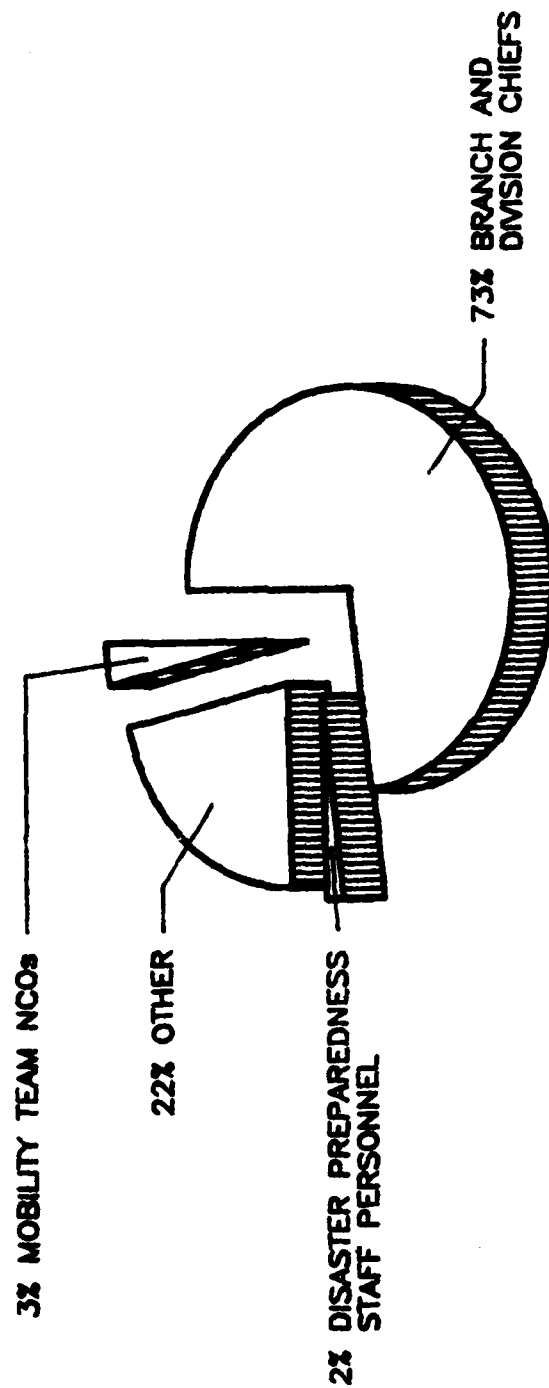


Figure 2

TABLE 18

REPRESENTATIVE TASKS PERFORMED BY DAFSC 05XX OFFICERS
WITH 1-48 MONTHS TICF

TASKS	PERCENT MEMBERS PERFORMING (N=59)
A6 ASSIGN SUSPENSE DATES	95
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	93
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	92
B69 CONDUCT INFORMAL BRIEFINGS	90
A15 DETERMINE WORK PRIORITIES	90
A3 ASSIGN ADDITIONAL DUTIES	90
C169 REVIEW OUTGOING MESSAGES FOR ACCURACY AND CONTENT	90
A1 APPROVE OR DISAPPROVE LEAVE REQUESTS	90
A4 ASSIGN PERSONNEL TO DUTY POSITIONS	88
B100 PREPARE MEMOS FOR RECORD	88
B68 CONDUCT FORMAL BRIEFINGS	88
B58 ADVISE TENANT UNITS ON DP MATTERS	88
B77 COUNSEL PERSONNEL ON PERSONAL-RELATED MATTERS	88
B57 ADVISE STAFF AGENCIES ON DP MATTERS	88
B76 COUNSEL PERSONNEL ON MILITARY-RELATED MATTERS	88
A30 ESTABLISH ORGANIZATIONAL POLICIES	86
A39 PARTICIPATE IN COMMANDER'S STAFF MEETINGS	86
A70 CONDUCT LOCAL STAFF MEETINGS	86
A43 PREPARE BRIEFINGS	85
B80 DIRECT DEVELOPMENT OF BASE DP OPERATIONS PLANS (OPLAN)	85
A22 DEVELOP INPUTS TO OTHER THAN DP PLANS, SUCH AS WARTIME OR CONTINGENCY PLANS	85
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	85
B86 ESTABLISH DP POLICIES	83
A25 DEVELOP SELF-INSPECTION PROGRAMS	83
A16 DEVELOP BUDGET INPUTS	83
A52 REVIEW WORK PRIORITIES	83
A29 ESTABLISH OPERATING INSTRUCTIONS (OI)	83
B63 APPROVE OR DISAPPROVE OPERATING INSTRUCTIONS (OI)	81
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	80
A7 CONDUCT OR COMPLETE STAFF STUDIES	80
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	78
B114 SUPERVISE DP TECHNICIANS (AFSC 24270)	73
C130 EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	66

DISTRIBUTION OF FIRST-ASSIGNMENT 242X0 PERSONNEL (N=231)

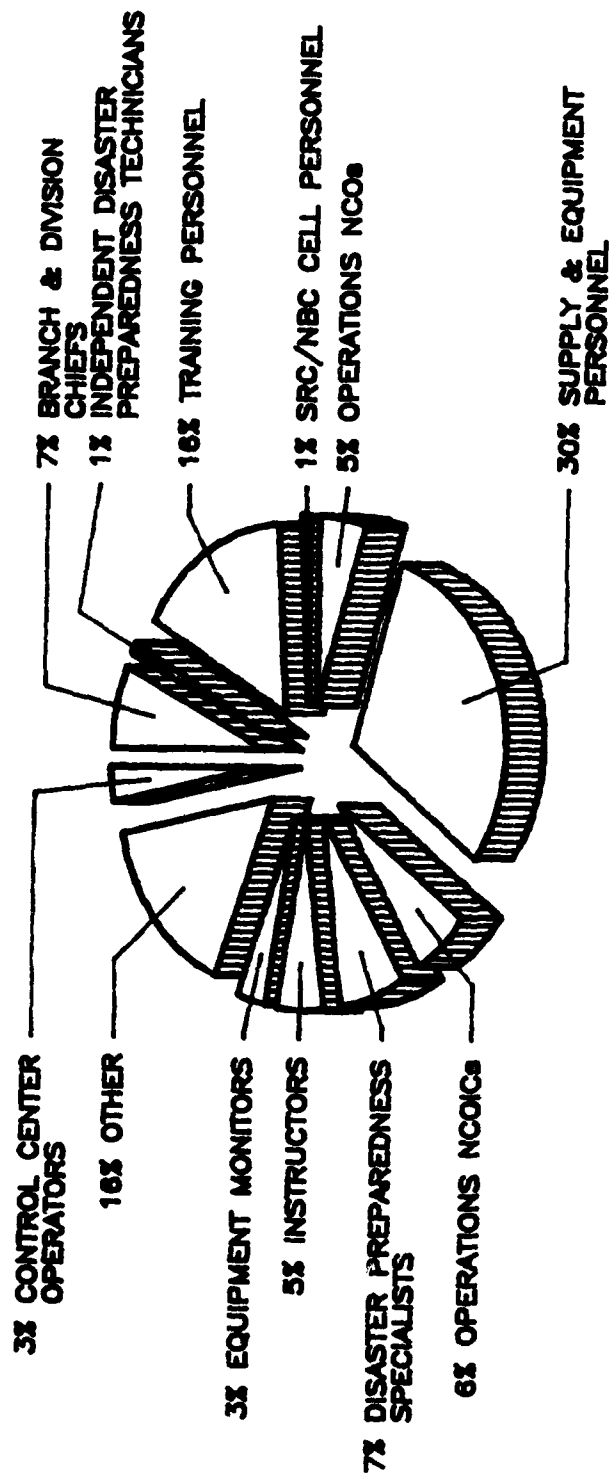


Figure 3

TABLE 19

REPRESENTATIVE TASKS PERFORMED BY DAFSC 242XO AIRMEN
WITH 1-48 MONTHS TICF

TASKS	PERCENT MEMBERS PERFORMING (N=231)
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	92
D175 ADMINISTER TESTS	81
B100 PREPARE MEMOS FOR RECORD	81
D238 SCORE TESTS	80
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	73
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	73
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	71
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	70
D187 CONDUCT DP BASE ORIENTATION TRAINING	68
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	67
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	67
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	66
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	66
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	66
B69 CONDUCT INFORMAL BRIEFINGS	65
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	65
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	64
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	64
E236 REVIEW LESSON PLANS	63
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	61
H431 PERIODICALLY INSPECT CHEMICAL WARFARE DEFENSE (CWD) GROUND CREW ENSEMBLES	60
H404 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	59
J558 PREPARE MOBILE COMMAND POST AND APPROPRIATE RESPONSE KITS DURING MAJOR ACCIDENT RESPONSES	56
H399 MAINTAIN ANTI-CONTAMINATION PROTECTIVE CLOTHING	54

TABLE 20
EQUIPMENT USED BY FIRST-ASSIGNMENT PERSONNEL
(1-48 MONTHS TICF)

EQUIPMENT ITEMS	PERCENT RESPONDING			
	EQUIPMENT OFFICER	TRAINED ENLISTED	EQUIPMENT OFFICER	OPERATED ENLISTED
ANTI-CONTAMINATION SUITS	32	65	37	45
AUDIOVISUAL EQUIPMENT	-	30	59	74
BINOCULARS	-	-	63	43
CALCULATORS	-	-	58	48
CHEMICAL AGENT DETECTOR PAPER, M-8	49	94	61	64
CHEMICAL AGENT DETECTOR PAPER, M-9	49	94	59	63
CHEMICAL DETECTION KITS, M256	39	74	46	53
CIVIL DEF RADIOLOGICAL MONITORING KITS, CDV-777	39	58	39	49
COMPUTER EQUIPMENT (MINICOMPS, WORD PROCESSORS)	-	-	46	52
DECONTAMINATION AGENTS (SOAPING COMPS, WATER SOLUTIONS)	-	42	-	-
DECONTAMINATION KITS, SKIN M258	39	60	-	-
DECONTAMINATION KITS, SKIN M258A1	41	83	39	45
DECONTAMINATION TRAINING KITS, SKIN M58A1	32	63	-	48
DOSIMETERS, CDV742	-	47	31	42
DOSIMETERS, IM-93	-	45	-	42
DOSIMETERS, IM-143	-	69	42	62
DOSIMETERS CHARGERS, CDV750	39	79	54	72
FALLOUT PATTERN TEMPLATES	-	-	44	35
FIELD GEAR (HELMETS, WEB BELTS, CANTEENS)	31	50	71	72
FIRST AID EQUIPMENT	-	-	49	40
GROUND CREW ASSEMBLIES	46	93	68	75
INTRABASE PAGERS	31	-	64	49
LENSATIC COMPASSES	-	37	39	38
LIGHTWEIGHT DECONTAMINATION APPARATUS AE/32-U	32	41	39	37
MAPS AND CHARTS	63	65	88	83
MOBILE COMMAND POST VEHICLES	49	63	85	89
TRAINING KIT, M256	-	-	41	47
NBC MARKING KIT (STANAG MARKERS)	-	57	39	45
NERVE AGENT ANTIDOTES	37	85	32	51
OFFICE MACHINES (TYPEWRITERS, COPIERS)	-	-	66	70
PLOTTING BOARDS, SUCH AS MAPS AND NUDET BOARDS	53	47	71	64
PROTECTIVE MASKS, M17 SERIES	51	93	75	88

- Less than 30 percent

TABLE 20 (CONTINUED)
EQUIPMENT USED BY FIRST-ASSIGNMENT PERSONNEL
(1-48 MONTHS TICF)

EQUIPMENT ITEMS	PERCENT RESPONDING			
	EQUIPMENT OFFICER	TRAINED ENLISTED	EQUIPMENT OFFICER	OPERATED ENLISTED
PUBLIC ADDRESS SYSTEMS	31	37	58	60
RADIAC SETS, AN/PDR 27 SERIES	32	75	47	71
RADIAC SETS, AN/PDR 43 SERIES	31	78	46	72
RADIAC SETS, AN/PDR 56F	31	70	42	67
RADIAC SETS, AN/PDR 60 PAC-1S	-	39	-	39
RADIO BATTERY CHARGERS	-	45	64	74
RADIOS, INTRABASE	46	65	83	85
SAFES	-	-	42	41
SHELTER MODIFICATION KITS, KMU-450	-	36	-	-
SIMUL ALERT SYSTEM (BEEPERS/PAGERS, RECALL SYSTEM)	36	37	53	50
TRAINING MUNITIONS, CN/CS PELLETS	-	-	-	48
TRAINING MUNITIONS (CAMPHOR, BANANA OIL)	-	-	-	35

- Less than 30 percent

TABLE 21
TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE) FOR OFFICERS

TASKS	PERCENT MEMBERS PERFORMING	TNG EMPH*
	1-48 MO (N=59)	
B80 DIRECT DEVELOPMENT OF BASE DP OPERATIONS PLANS (OPLAN)	85	6.55
G380 PREPARE BASE DP OPERATIONS PLAN (OPLAN) 355-1	75	6.40
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	66	6.11
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	78	6.06
A25 DEVELOP SELF-INSPECTION PROGRAMS	83	5.96
J518 ASSIST THE ON-SCENE-COMMANDER DURING MAJOR ACCIDENT RESPONSES	76	5.92
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	80	5.85
D195 CONDUCT ON-SCENE DISASTER CONTROL GROUP (DCG) TRAINING	59	5.85
J568 SERVE AS ON-SCENE DCG MEMBER DURING MAJOR ACCIDENT RESPONSES	73	5.58
I449 ANALYZE FINDINGS OF NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) DETECTION TEAMS DURING POST-ATTACK RESPONSES	53	5.42
A16 DEVELOP BUDGET INPUTS	83	5.40
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	95	5.36
G370 DEVELOP CHECKLISTS FOR INITIAL REPOSE TO NUCLEAR ACCIDENTS	61	5.34
I450 ANALYZE POST-ATTACK NUCLEAR FALLOUT DATA	58	5.30
B102 PREPARE REPORTS ON SAV	73	5.28
G372 DEVELOP CHECKLISTS FOR NONNUCLEAR MAJOR ACCIDENT RESPONSE PROCEDURES	64	5.23
A29 ESTABLISH OPERATING INSTRUCTIONS (OI)	83	5.17
A41 PARTICIPATE IN DISASTER PREPAREDNESS PLANNING BOARD (DPPB) MEETINGS	69	5.15
G371 DEVELOP CHECKLISTS FOR NATURAL DISASTER RESPONSE PROCEDURES	63	5.15
C115 ADVISE BASE EXERCISE EVALUATION TEAMS (EET) ON DISASTER PREPAREDNESS (DP) EXERCISES	73	5.15
C157 PREPARE APR	78	5.15
B96 MANAGE NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) CELLS	36	5.13
B74 CONTROL DP RESOURCES AT SURVIVAL RECOVERY CENTERS (SRC)	59	5.11
J520 BRIEF INITIAL RECONNAISSANCE TEAM (IRT) AND OTHER SPECIALIZED TEAM MEMBERS ON HAZARDS OF MAJOR ACCIDENTS	56	5.08

* Mean TE rating is 2.29 and standard deviation is 1.37 (High TE=3.66)

TABLE 21 (CONTINUED)
TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE) FOR OFFICERS

TASKS	PERCENT MEMBERS PERFORMING	TNG EMPH*
	1-48 MO (N=59)	
J515 ADVISE COMMANDER ON DECONTAMINATION REQUIREMENTS DURING MAJOR ACCIDENT RESPONSES	63	5.06
J516 ADVISE ON-SCENE-COMMANDERS OF ON-SCENE DISASTER CONTROL GROUP (DCG) COMPOSITION DURING MAJOR ACCIDENT RESPONSES	75	5.02
J519 BRIEF DISASTER RESPONSE FORCE (DRF) MEMBERS DURING MAJOR ACCIDENT RESPONSES	69	4.98
A22 DEVELOP INPUTS TO OTHER THAN DP PLANS, SUCH AS WARTIME OR CONTINGENCY PLANS	85	4.96
B87 FORMULATE DP PROGRAMS	80	4.91
I457 COORDINATE POST-ATTACK RECOVERY OPERATIONS	44	4.81

* Mean TE rating is 2.29 and standard deviation is 1.37 (High TE=3.66)

TABLE 22

TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE) FOR AIRMEN

TASKS	PERCENT MEMBERS PERFORMING			TNG EMPH*	TASK DIFF**
	1-24 MOS (N=142)	1-48 MOS (N=231)			
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	92	92		7.27	4.86
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS					
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	77	74		6.84	3.68
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	74	73		6.55	3.42
D184 CONDUCT DECONTAMINATION TEAM TRAINING	75	73		6.49	4.59
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	54	55		6.39	5.38
H431 PERIODICALLY INSPECT CHEMICAL WARFARE DEFENSE (CWD) GROUND CREW ENSEMBLES	60	61		6.37	5.88
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	63	60		6.25	3.44
H437 PERIODICALLY INSPECT M256 CHEMICAL DETECTOR KITS	71	67		6.18	4.22
I468 DOWN OR DOFF PROTECTIVE EQUIPMENT DURING ATTACK RESPONSES	42	39		6.18	3.47
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	51	49		6.18	4.27
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	70	66		6.10	3.23
H415 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON LIGHTWEIGHT DECONTAMINATION SYSTEMS (LDS)	61	66		6.06	5.73
H404 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	43	40		6.02	5.26
I497 PERFORM SURVEYS TO MARK AREAS OF NBC CONTAMINATION	63	59		6.00	3.58
D230 PREPARE LESSON PLANS	30	29		6.00	5.58
D232 PREPARE TEST QUESTIONS	49	54		5.98	6.51
D187 CONDUCT DP BASE ORIENTATION TRAINING	45	54		5.94	5.85
I471 IDENTIFY AGENTS USING CHEMICAL DETECTION KITS DURING ATTACK RESPONSES	70	68		5.86	4.42
	57	60		5.86	6.38

* Mean TE rating is 2.53 and standard deviation is 1.61 (High TE=4.14)

** Task Difficulty has an average of 5.0 and a Standard Deviation of 1.0

TABLE 22 (CONTINUED)
TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE) FOR AIRMEN

TASKS	PERCENT MEMBERS PERFORMING		TNG EMPH*	TASK DIFF**
	1-24 MOS (N=142)	1-48 MOS (N=231)		
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	57	60	5.80	6.38
H401 MAINTAIN PERSONAL FIELD GEAR	61	61	5.80	2.96
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	73	71	5.78	2.82
I496 PERFORM SURVEYS TO DETECT AREAS OF NBC CONTAMINATION	31	31	5.75	5.57
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	54	47	5.73	4.11
I474 MAINTAIN AF FORMS 1009 (FALLOUT TIME HISTORY CHART)	23	23	5.71	4.47
B102 PREPARE REPORTS ON SAV	49	52	5.69	5.88
J552 PERFORM AS IRT MEMBER DURING MAJOR ACCIDENT RESPONSES	35	33	5.65	5.13
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	69	70	5.59	3.98
D239 UPDATE LESSON PLANS	54	57	5.53	5.19
I489 OPERATE DPCC DURING PRE-ATTACK RESPONSES	56	55	5.53	5.11
I498 PERFORM SURVEYS TO MONITOR AREAS OF NBC CONTAMINATION	29	27	5.53	5.42
H399 MAINTAIN ANTI-CONTAMINATION PROTECTIVE CLOTHING	63	54	5.51	2.71
J549 OPERATE MORILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	66	64	5.51	4.66

* Mean TE rating is 2.53 and standard deviation is 1.61 (High TE=4.14)
** Task Difficulty has an average of 5.0 and a Standard Deviation of 1.0

When TE and TD are combined with data on the percentages of first-assignment enlisted personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. The Training Decision Guidelines Table (ATCR 52-22, Atch 1) combines these three factors to determine the type of training that should be provided. For example, tasks receiving high ratings on both TE and TD factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. In the case of officers, TE and percent members performing were used to determine training adjustments where necessary. Low task factor ratings may highlight tasks best omitted from training for first-assignment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by the technical school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.)

Specialty Training Standard (STS)

A comprehensive review of the Dec 83 STS with Attachment 2 (Jun 86) for AFSC 242X0 compared STS elements to survey data. Overall, the STS provides comprehensive coverage of the work performed by personnel in the field. Some STS elements, however, contained matched tasks performed by less than 20 percent of the field, while others contained no matched tasks. Because the tasks or STS elements having less than 20 percent members performing were part of an identifiable job being performed in the career ladder, retention of these elements may be warranted, but further review is recommended.

There appear to be major discrepancies between the survey data and the current 3-skill level proficiency codes. Appendix C displays the 41 elements that are coded to proficiency levels higher than that supported by the survey data. The Training Decision Guidelines Table indicates that some of the 41 elements may be justified at their current levels for critical or safety reasons. However, they are listed here for review and documentation purposes if they are to be retained at their current levels. Many discrepancies involved STS elements possessing a task performance level code when the survey data supported a dash (-). Also in Appendix C are 7 elements containing 3-skill level proficiency codes below that supported by the data. Most of these elements would support task performance proficiency codes. The proficiency level discrepancies occur throughout the STS and are not concentrated in one particular area. Training personnel and subject-matter experts should review the current proficiency codes to determine if they are justified in light of this survey data. Exceptions to the guidance provided above, including safety and critical reasons, should be documented in the course file at the TTC.

Tasks not matched to any element of the STS are listed at the end of the STS computer listing and are presented in Table 23. These tasks did not appear to be concentrated around any particular function or job.

Plan of Instruction (POI)

Based on the previously mentioned assistance from the technical school subject-matter experts in matching inventory tasks to the G30LR0511/G3ALR24230 POI, dated Jun 86, a computer product was generated displaying the results of the matching process. Information provided includes percent members performing data for first-job (1-24 months TICF) and first-assignment (1-48 months TICF), as well as TE and TD (enlisted only) ratings for individual tasks.

Officer POI Match. The tasks matched to the POI for officers shows six objectives are not supported, as displayed in Table 24. Of the six objectives not supported, four were also unsupported by the enlisted personnel, while three of the objectives were apparently only inappropriate for officers. These objectives deal mostly with more technical functions.

There are a number of unreferenced tasks performed by well over 30 percent of the officers and rated above average or high in TE. Because of the large number of tasks involved, they can be reviewed in the Training Extract. The tasks are concentrated in the first three duty sections pertaining to supervisory and managerial functions. As expected, the first-assignment enlisted personnel do not perform, as a whole, many of these tasks to the extent officers do. Some of the tasks are taught in PME, while others related directly to the DP field are more appropriate for inclusion in a course for officers.

Enlisted POI Match. Review of the tasks matched to the POI for enlisted members reveals 10 unsupported objectives as listed in Table 25. In some cases, the objectives contain tasks with above average TE ratings, but below 30 percent members performing. In other cases the matched tasks were performed by more than 30 percent of the airmen, but TE or TD ratings were low. The training personnel need to closely look at the pertinent objectives to determine if performance training or retention is justified.

There were 23 tasks not matched to any POI objectives that were relatively high in TE ratings and were performed by over 30 percent of the first-job and first-assignment personnel. This combination of data indicates formal training may be required and resident technical training could be supported. Table 26 lists the tasks not referenced.

Summary

Training personnel and subject-matter experts should perform a review of the unsupported POI objectives, as well as the unreferenced tasks, to determine the necessity for formal training and the most effective method to accomplish it. Based on the large number of unreferenced tasks performed by

TABLE 23

TASKS NOT REFERENCED TO 24230 STS ELEMENTS
(30 PERCENT OR MORE RESPONDING)

TASKS	PERCENT MEMBERS PERFORMING			TNG EMPH*	TASK DIFF**
	1-24 MOS (N=142)	1-48 MOS (N=231)			
A29 ESTABLISH OPERATING INSTRUCTIONS (OI)	44	51		4.10	5.97
A15 DETERMINE WORK PRIORITIES	37	41		3.25	5.69
E253 MAINTAIN DISASTER RESPONSE MAPS	38	35		3.31	3.55
F293 MAINTAIN CHEMICAL WARFARE DEFENSE (CWD) ACCOUNTS	38	34		3.43	5.31

* Mean TE rating is 2.53 and the standard deviation is 1.61 (High TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00.

TABLE 24

POI OBJECTIVES NOT SUPPORTED BY OFFICER SURVEY DATA

POI BLK-UNIT	SELECTED SAMPLE TASKS	PERCENT MEMBERS PERFORMING		TNG EMPH*
		1-48 MOS		
+ II 3e	I495 PERFORM SELF-AID MEASURES DURING POST-ATTACK RESPONSES	14		2.57
	I493 PERFORM FIRST AID MEASURES DURING POST-ATTACK RESPONSES	7		2.38
+ II 4b	H437 PERIODICALLY INSPECT M256 CHEMICAL DETECTOR KITS	10		1.91
	I471 IDENTIFY AGENTS USING CHEMICAL DETECTION KITS DURING ATTACK RESPONSES	22		3.58
	I497 PERFORM SURVEYS TO MARK AREAS OF NBC CONTAMINATION	14		3.58
	I498 PERFORM SURVEYS TO MONITOR AREAS OF NBC CONTAMINATION	12		3.60
III 2g	H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	20		1.77
	H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	15		2.19
+ III 3c	I492 PERFORM EXPOSURE CONTROL OPERATIONS	7		2.68
IV 4d	H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	15		2.19
	D223 MAINTAIN TRAINING DATA, SUCH AS RECORDS, CHARTS, OR GRAPHS	25		1.51
+ VI 3e	D219 MAINTAIN AF FORMS 1470 (DISASTER PREPAREDNESS TRAINING RECORD)	8		.92

* Mean TE rating is 2.33 and standard deviation is 1.39 (HIGH TE=3.72)

** Average TD rating is 5.00 and the standard deviation is 1.00

+ Unsupported by officer and enlisted data

TABLE 25

POI OBJECTIVES NOT SUPPORTED BY ENLISTED SURVEY DATA

POI BLK-UNIT	SELECTED SAMPLE TASKS	PERCENT MEMBERS PERFORMING		TNG EMPH*	TASK DIFF**
		1-24 MONTHS (N=142)	1-48 MONTHS (N=231)		
+II 3e	I495 PERFORM SELF-AID MEASURES DURING POST-ATTACK RESPONSES	27	26	4.92	4.55
	I493 PERFORM FIRST AID MEASURES DURING POST-ATTACK RESPONSES	19	20	4.55	5.08
+II 4b	H437 PERIODICALLY INSPECT M256 CHEMICAL DETECTOR KITS	42	39	6.18	3.47
	I497 PERFORM SURVEYS TO MARK AREAS OF NBC CONTAMINATION	30	29	6.00	5.58
	I471 IDENTIFY AGENTS USING CHEMICAL DETECTION KITS DURING ATTACK RESPONSES	28	31	5.86	5.10
	I498 PERFORM SURVEYS TO MONITOR AREAS OF NBC CONTAMINATION	29	27	5.53	5.42
III 3b	I450 ANALYZE POST-ATTACK NUCLEAR FALLOUT DATA	22	21	3.96	5.92
+III 3c	I492 PERFORM EXPOSURE CONTROL OPERATIONS	13	15	5.45	5.20
IV 4h	J535 DIRECT CONTAMINATION CONTROL STATION (CCS) DURING MAJOR ACCIDENT RESPONSES	30	26	3.55	5.50
VI 1a	G380 PREPARE BASE DP OPERATIONS PLAN (OPLAN) 355-1	17	19	2.71	7.50
	B80 DIRECT DEVELOPMENT OF BASE DP OPERATIONS PLANS (OPLAN)	8	10	1.18	7.19

* Mean TE rating is 2.53 and standard deviation is 1.61 (High TE=4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

+ Unsupported by officer and enlisted data

TABLE 25 (CONTINUED)
POI OBJECTIVES NOT SUPPORTED BY ENLISTED SURVEY DATA

POI BLK-UNIT	SELECTED SAMPLE TASKS	PERCENT MEMBERS PERFORMING		TNG EMPH*	TASK DIFF**
		1-24 MONTHS (N=142)	1-48 MONTHS (N=231)		
VI 1c	G369 DEVELOP CHECKLISTS FOR CONVENTIONAL ATTACK RESPONSE PROCEDURES	19	20	3.57	5.93
	G370 DEVELOP CHECKLISTS FOR INITIAL RESPONSE TO NUCLEAR ACCIDENTS	28	28	3.76	5.99
	G371 DEVELOP CHECKLISTS FOR NATURAL DISASTER RESPONSE PROCEDURES	27	27	3.73	5.72
	G372 DEVELOP CHECKLISTS FOR NONNUCLEAR MAJOR ACCIDENT RESPONSE PROCEDURES	27	27	3.94	5.81
VI 2b	A14 DETERMINE REQUIREMENTS FOR SUPPLIES	46	40	3.47	4.81
	A11 DETERMINE REQUIREMENTS FOR EQUIPMENT	44	36	3.49	5.63
+ VI 3e	D223 MAINTAIN TRAINING DATA, SUCH AS RECORDS, CHARTS, OR GRAPHS	36	34	3.71	4.64
	D219 MAINTAIN AF FORMS 1470 (DISASTER PREPAREDNESS TRAINING RECORD)	20	25	4.55	3.34
VI 4n	C121 CONDUCT PROGRAM ANALYSES OF DP PROGRAMS	20	18	1.65	6.57

* Mean TE rating is 2.53 and standard deviation is 1.61 (High TE=4.14)
 ** Average TD rating is 5.00 and the standard deviation is 1.00
 + Unsupported by officer and enlisted data

TABLE 26

TASKS NOT REFERENCED TO G3ALR24230 POI BLOCKS
(30 PERCENT OR MORE RESPONDING)

TASKS	PERCENT MEMBERS PERFORMING		TNG EMPH*	TASK DIFF**
	1-24 MONTHS (N=142)	1-48 MONTHS (N=231)		
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	57	60	5.80	6.38
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	57	59	5.18	6.37
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	55	54	4.88	6.39
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	92	92	7.27	4.86
D184 CONDUCT DECONTAMINATION TEAM TRAINING	54	55	6.39	5.38
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	60	61	6.37	5.88
D187 CONDUCT DP BASE ORIENTATION TRAINING	70	68	5.86	4.42
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	75	73	6.49	4.59
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	61	66	6.06	5.73
D176 ANALYZE STUDENT CRITIQUES	57	56	3.76	4.73
F288 INVENTORY EQUIPMENT	63	56	4.69	3.86
F289 INVENTORY SUPPLIES	54	48	4.43	3.67
F297 MAINTAIN EQUIPMENT STORAGE AREAS	51	45	4.59	3.91
F309 PREPARE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	65	61	3.96	3.31
F323 PREPARE DD FORMS 1574 (SERVICEABLE TAG-MATERIEL)	60	60	4.78	3.38
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	54	47	5.73	4.11

* Mean TE rating is 2.53 and the standard deviation is 1.61 (High TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE 26 (CONTINUED)

TASKS NOT REFERENCED TO G3ALR24230 POI BLOCKS
(30 PERCENT OR MORE RESPONDING)

TASKS	PERCENT MEMBERS PERFORMING		TNG EMPH*	TASK DIFF**
	1-24 MONTHS (N=142)	1-48 MONTHS (N=231)		
H404 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	63	59	6.00	3.58
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	70	64	5.10	3.83
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	69	66	5.18	3.71
H443 PERIODICALLY INSPECT TRAINING MUNITIONS, SUCH AS CS/CN, CAMPHOR, BANANA OIL MUNITIONS, OR TRAINING KITS	57	49	4.98	3.35
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	66	64	5.51	4.66
J558 PREPARE MOBILE COMMAND POST AND APPROPRIATE RESPONSE KITS DURING MAJOR ACCIDENT RESPONSES	61	56	5.04	4.76
J514 ACTIVATE DISASTER PREPAREDNESS SUPPORT TEAMS (DPST) DURING MAJOR ACCIDENT RESPONSES	57	56	4.14	4.08

* Mean TE rating is 2.53 and the standard deviation is 1.61 (High TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

high percentages of officers, low percentages of enlisted personnel, and rated high in officer TE, there appears to be support for additional formal officer training in the DP course.

MAJCOM COMPARISONS

Tasks performed pertaining to the various DP functions and background data for personnel of the major commands (MAJCOM) with larger 05XX and 242X0 populations were compared to determine whether job content varied as a function of assignment.

Tables 27 and 28 display the percent time spent for officers and enlisted personnel, respectively, in all duties across MAJCOMs. There appear to be few variations; however, when looking more closely at individual tasks, USAFE officers are more involved with managing NBC Cells, analyzing findings of NBC detection teams, and maintaining, donning, and doffing personal protective equipment. This characteristic is less noticeable for enlisted personnel in USAFE. Besides this exception, the jobs performed across the commands were much the same.

IMPLICATIONS

This survey was conducted primarily to obtain current information for DP training personnel for use in validating the STS and reviewing current training programs.

Overall, the jobs within the DP field are highly similar. Training functions are performed throughout most of the enlisted jobs, while supervisory and managerial functions unite the officers. Compared with the DP field of 1982, the current structure is very similar, indicating stability.

Review of the training documents revealed major weaknesses. Survey data matched to the STS indicated many adjustments may be warranted for the 3-skill level proficiency codes. The STS is otherwise very thorough, with only a few unmatched tasks. The POI contained several unsupported objectives for both officer and enlisted first-assignment personnel. In addition, many tasks high in percent members performing and training emphasis were unreferenced at the end of both POI matchings, indicating a need for formal training. The data appears to support formal DP management training for officers. A thorough review of the STS and POI by training personnel should be conducted to determine which areas in both documents require adjustment.

TABLE 27

AVERAGE PERCENT TIME SPENT ON DUTIES BY OFFICERS ACROSS MAJOR COMMANDS**

DUTY AREA	USAFE (N=20)	ATC (N=14)	MAC (N=15)	PACAF (N=15)	SAC (N=15)	TAC (N=20)
A. SUPERVISORY ORGANIZING AND PLANNING	17	18	17	23	18	26
B. DIRECTING AND IMPLEMENTING	23	20	21	25	23	25
C. INSPECTING AND EVALUATING	14	15	15	18	18	14
D. TRAINING	7	9	7	4	8	5
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	4	7	3	4	3	5
F. PERFORMING SUPPLY FUNCTIONS	1	-	1	1	1	1
G. PLANNING AND MANAGING DP OPERATIONS	13	14	12	12	12	9
H. MAINTAINING DP EQUIPMENT	2	1	1	1	1	3
I. MAINTAINING PRE-, TRANS-, AND POST-ATTACK RESPONSE OPERATIONS	9	7	7	6	5	5
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	9	8	12	6	9	6
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	1	4	4	1	2	1

** Columns may not add up to 100 percent due to rounding
 - Indicates less than 1 percent

TABLE 28

AVERAGE PERCENT TIME SPENT ON DUTIES BY AIRMEN ACROSS MAJOR COMMANDS**

DUTY AREA	USAF (N=102)	AFSC (N=23)	ATC (N=51)	MAC (N=68)	PACAF (N=52)	SAC (N=64)	TAC (N=102)	AFLC (N=21)
A. SUPERVISORY ORGANIZING AND PLANNING	8	10	9	9	10	10	9	8
B. DIRECTING AND IMPLIMENTING	10	12	10	10	11	10	12	12
C. INSPECTING AND EVALUATING	9	11	7	10	11	10	13	9
D. TRAINING	16	11	26	20	15	16	20	17
E. PERFORMING ADMINISTRATIVE AND GENERAL FUNCTIONS	6	9	6	6	6	6	6	6
F. PERFORMING SUPPLY FUNCTIONS	9	9	9	8	6	9	8	7
G. PLANNING AND MANAGING DP OPERATIONS	7	8	5	6	8	6	6	6
H. MAINTAINING DP EQUIPMENT	11	10	9	11	11	12	10	11
I. MAINTAINING PRE-, TRANS-, AND POST-ATTACK RESPONSE OPERATIONS	13	7	7	9	12	10	8	10
J. MAINTAINING MAJOR ACCIDENT RESPONSE CAPABILITY	9	10	9	8	7	9	7	11
K. MAINTAINING NATURAL DISASTER RESPONSE CAPABILITY	2	3	3	3	3	2	2	4

** Columns may not add up to 100 percent due to rounding
 - Indicates less than 1 percent

APPENDIX A
SELECTED REPRESENTATIVE TASKS PERFORMED BY
SPECIALTY JOBS

TABLE A1

REPRESENTATIVE TASKS PERFORMED BY
BRANCH AND DIVISION CHIEFS
(GP104, N=176)

TASKS	PERCENT MEMBERS PERFORMING
B57 ADVISE STAFF AGENCIES ON DP MATTERS	97
B58 ADVISE TENANT UNITS ON DP MATTERS	97
B100 PREPARE MEMOS FOR RECORD	97
A15 DETERMINE WORK PRIORITIES	96
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	95
A29 ESTABLISH OPERATING INSTRUCTIONS (OI)	95
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	94
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	94
B69 CONDUCT INFORMAL BRIEFINGS	94
C157 PREPARE APR	94
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	94
B76 COUNSEL PERSONNEL ON MILITARY-RELATED MATTERS	93
A43 PREPARE BRIEFINGS	93
J516 ADVISE ON-SCENE-COMMANDERS OF ON-SCENE DISASTER CONTROL GROUP (DCG) COMPOSITION DURING MAJOR ACCIDENT RESPONSES	92
C123 DETERMINE CORRECTIVE ACTIONS FOR IN-HOUSE DP SELF-INSPECTION DISCREPANCIES	91
J518 ASSIST THE ON-SCENE-COMMANDER DURING MAJOR ACCIDENT RESPONSES	91
A52 REVIEW WORK PRIORITIES	91
A25 DEVELOP SELF-INSPECTION PROGRAMS	90
E283 PROOFREAD MATERIALS	89
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	89
A39 PARTICIPATE IN COMMANDER'S STAFF MEETINGS	89
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	88
G394 REVIEW LOCAL IMPLEMENTING INSTRUCTIONS FOR CONSISTENCY WITH OPLAN 355-1	88
C165 RESOLVE PROBLEMS RESULTING FROM LOCAL SAV OR INSPECTIONS	88
C139 EVALUATE REPORTS, SUCH AS INSPECTION OR SAV REPORTS, TO DETERMINE CORRECTIVE ACTIONS	87
J568 SERVE AS ON-SCENE DCG MEMBER DURING MAJOR ACCIDENT RESPONSES	87
C169 REVIEW OUTGOING MESSAGES FOR ACCURACY AND CONTENT	86
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	84
G380 PREPARE BASE DP OPERATIONS PLAN (OPAN) 355-1	81
B62 APPROVE OR DISAPPROVE OFFICIAL CORRESPONDENCE	81
B93 INTERPRET DIRECTIVES, POLICIES, OR PROCEDURES FOR SUBORDINATES	81
B86 ESTABLISH DP POLICIES	81
B111 SUPERVISE DP SPECIALISTS (AFSC 24250)	76

TABLE A2
REPRESENTATIVE TASKS PERFORMED BY
DP SPECIALISTS
(STG233, N=48)

TASKS	PERCENT MEMBERS PERFORMING
D236 REVIEW LESSON PLANS	100
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	98
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	96
I476 MAINTAIN COMMUNICATIONS BETWEEN SHELTERS, DPCC, AND COMMAND POST	96
J514 ACTIVATE DISASTER PREPAREDNESS SUPPORT TEAMS (DPST) DURING MAJOR ACCIDENT RESPONSES	96
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	94
D175 ADMINISTER TESTS	94
I470 ESTABLISH COMMUNICATIONS BETWEEN SHELTERS, DISASTER PREPAREDNESS CONTROL CENTER (DPCC), AND COMMAND POST	94
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	92
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	92
I489 OPERATE DPCC DURING PRE-ATTACK RESPONSES	92
I488 OPERATE DPCC DURING POST-ATTACK RESPONSES	92
G374 DEVELOP SHELTER MANAGEMENT GUIDES	92
D214 DEVELOP TRAINING MATERIALS	92
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	92
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	92
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	91
B102 PREPARE REPORTS ON SAV	90
D239 UPDATE LESSON PLANS	90
I490 OPERATE DPCC DURING TRANS-ATTACK RESPONSES	90
I484 MONITOR SHELTER MANAGEMENT TEAMS (SMT) UPON ACTIVATION OF SHELTERS	90
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	90
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	88
D230 PREPARE LESSON PLANS	88
I510 SUPERVISE DPST OPERATIONS DURING PRE-ATTACK RESPONSES	88
D184 CONDUCT DECONTAMINATION TEAM TRAINING	88
I509 SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAM (DPST) OPERATIONS DURING POST-ATTACK RESPONSES	85
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	83
E285 TYPE CORRESPONDENCE, SUCH AS REPORTS OR RECORDS	83
B57 ADVISE STAFF AGENCIES ON DP MATTERS	83
B58 ADVISE TENANT UNITS ON DP MATTERS	83
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	79

TABLE A3
REPRESENTATIVE TASKS PERFORMED BY
INDEPENDENT DP TECHNICIANS
(STG219, N=12)

TASKS	PERCENT MEMBERS PERFORMING
E285 TYPE CORRESPONDENCE, SUCH AS REPORTS OR RECORDS	100
E252 MAINTAIN DISASTER PREPAREDNESS (DP) OFFICE ADMINISTRATIVE FILES	100
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	100
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	100
G374 DEVELOP SHELTER MANAGEMENT GUIDES	100
D214 DEVELOP TRAINING MATERIALS	100
G377 MAINTAIN SHELTER MANAGEMENT GUIDES	100
D236 REVIEW LESSON PLANS	100
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	100
B100 PREPARE MEMOS FOR RECORD	100
D235 PROCURE TRAINING MATERIALS FROM OUTSIDE SOURCES	100
D234 PROCURE TRAINING AIDS FROM OUTSIDE SOURCES	100
A14 DETERMINE REQUIREMENTS FOR SUPPLIES	100
C123 DETERMINE CORRECTIVE ACTIONS FOR IN-HOUSE DP SELF-INSPECTION DISCREPANCIES	92
D233 PREPARE TRAINING SCHEDULES	92
E255 MAINTAIN FORMS STOCK	92
F297 MAINTAIN EQUIPMENT STORAGE AREAS	92
A25 DEVELOP SELF-INSPECTION PROGRAMS	92
D230 PREPARE LESSON PLANS	92
D213 DEVELOP TRAINING AIDS	92
A32 ESTABLISH PUBLICATIONS LIBRARIES	92
I484 MONITOR SHELTER MANAGEMENT TEAMS (SMT) UPON ACTIVATION OF SHELTERS	92
F290 ISSUE OR RECEIVE EQUIPMENT	92
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	92
B86 ESTABLISH DP POLICIES	92
D239 UPDATE LESSON PLANS	92
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	92
A15 DETERMINE WORK PRIORITIES	92
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	83
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	83
D209 DEVELOP DP INFORMATION PROGRAM MATERIALS	83
B69 CONDUCT INFORMAL BRIEFINGS	83
F288 INVENTORY EQUIPMENT	83
D224 MANAGE DP INFORMATION PROGRAMS	75

TABLE A4
REPRESENTATIVE TASKS PERFORMED BY
OPERATIONS NCOIC'S
(GP101, N=29)

TASKS	PERCENT MEMBERS PERFORMING
B57 ADVISE STAFF AGENCIES ON DP MATTERS	100
B58 ADVISE TENANT UNITS ON DP MATTERS	100
B100 PREPARE MEMOS FOR RECORD	97
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	97
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	93
E283 PROOFREAD MATERIALS	90
D175 ADMINISTER TESTS	90
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	90
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	90
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	90
B102 PREPARE REPORTS ON SAV	86
E285 TYPE CORRESPONDENCE, SUCH AS REPORTS OR RECORDS	86
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	86
G394 REVIEW LOCAL IMPLEMENTING INSTRUCTIONS FOR CONSISTENCY WITH OPLAN 355-1	83
C165 RESOLVE PROBLEMS RESULTING FROM LOCAL SAV OR INSPECTIONS	83
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	79
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	79
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	79
C151 MONITOR STATUS OF CORRECTIVE ACTIONS, SUCH AS FOLLOW-UP REPORTS	79
D188 CONDUCT DP REPRESENTATIVE TRAINING	76
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	76
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	76
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	72
C139 EVALUATE REPORTS, SUCH AS INSPECTION OR SAV REPORTS, TO DETERMINE CORRECTIVE ACTIONS	69
G388 PROVIDE GUIDANCE TO OTHER ORGANIZATIONS FOR THEIR DP PLANNING	69
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	69

TABLE A5
REPRESENTATIVE TASKS PERFORMED BY
SRC/NBC CELL PERSONNEL
(STG083, N=9)

TASKS	PERCENT MEMBERS PERFORMING
I449 ANALYZE FINDINGS OF NUCLEAR, BIOLOGICAL, CHEMICAL (NBC) DETECTION TEAMS DURING POST-ATTACK RESPONSES	100
I465 DIRECT UNMASKING PROCEDURES DURING POST-ATTACK RESPONSES	100
B103 PREPARE TDY TRIP REPORTS	100
I463 DIRECT PLOTTING OF GRAPHIC PRESENTATIONS, SUCH AS ON STATUS BOARDS DURING ATTACK RESPONSES	89
I470 ESTABLISH COMMUNICATIONS BETWEEN SHELTERS, DISASTER PREPAREDNESS CONTROL CENTER (DPCC), AND COMMAND POST	89
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	89
G347 COORDINATE DP REQUIREMENTS WITH COMMANDER'S STAFF	89
I459 DIRECT CONTAMINATION CONTROL AREA (CCA) ACTIVITIES DURING POST-ATTACK RESPONSES	89
B69 CONDUCT INFORMAL BRIEFINGS	89
B100 PREPARE MEMOS FOR RECORD	89
D236 REVIEW LESSON PLANS	89
B57 ADVISE STAFF AGENCIES ON DP MATTERS	89
B101 PREPARE PAPERS, SUCH AS POINT, POSITION, REVIEW, OR TALKING PAPERS	89
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	89
H431 PERIODICALLY INSPECT CHEMICAL WARFARE DEFENSE (CWD) GROUND CREW ENSEMBLES	89
I504 PREPARE NBC REPORTS DURING POST-ATTACK RESPONSES	78
I500 PLOT GRAPHIC PRESENTATIONS, SUCH AS ON STATUS BOARDS DURING ATTACK RESPONSES	78
I501 POST INFORMATION, SUCH AS ON STATUS BOARDS DURING ATTACK RESPONSES	78
E283 PROOFREAD MATERIALS	78
I464 DIRECT POSTING OF INFORMATION, SUCH AS ON STATUS BOARDS DURING ATTACK RESPONSES	78
D176 ANALYZE STUDENT CRITIQUES	78
B93 INTERPRET DIRECTIVES, POLICIES, OR PROCEDURES FOR SUBORDINATES	78
G388 PROVIDE GUIDANCE TO OTHER ORGANIZATIONS FOR THEIR DP PLANNING	78
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	78
I457 COORDINATE POST-ATTACK RECOVERY OPERATIONS	78
E277 PREPARE FOR TEMPORARY DUTY (TDY) TRAVEL	78

TABLE A6
 REPRESENTATIVE TASKS PERFORMED BY
 INSTRUCTORS
 (STG037, N=25)

TASKS	PERCENT MEMBERS PERFORMING
D175 ADMINISTER TESTS	96
D238 SCORE TESTS	96
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	88
D236 REVIEW LESSON PLANS	88
D239 UPDATE LESSON PLANS	88
D230 PREPARE LESSON PLANS	84
D214 DEVELOP TRAINING MATERIALS	76
D213 DEVELOP TRAINING AIDS	76
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	76
D176 ANALYZE STUDENT CRITIQUES	72
D232 PREPARE TEST QUESTIONS	68
D233 PREPARE TRAINING SCHEDULES	52
D204 COORDINATE DP TRAINING ATTENDANCE WITH OTHER AGENCIES	52
D208 DETERMINE TRAINING REQUIREMENTS	52
D240 VALIDATE TRAINING REQUIREMENTS	44

TABLE A7
REPRESENTATIVE TASKS PERFORMED BY
SUPPLY AND EQUIPMENT CLUSTER PERSONNEL
(STG087, N=108)

TASKS	PERCENT MEMBERS PERFORMING
F288 INVENTORY EQUIPMENT	96
F290 ISSUE OR RECEIVE EQUIPMENT	96
F313 PREPARE AF FORMS 2005 (ISSUE/TURN IN REQUEST)	94
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	94
F309 PREPARE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	94
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	93
F289 INVENTORY SUPPLIES	92
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	91
F330 TURN IN EXCESS EQUIPMENT	91
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	90
F295 MAINTAIN CUSTODY AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL)	90
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	90
F297 MAINTAIN EQUIPMENT STORAGE AREAS	89
H447 TRANSPORT EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL	89
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	89
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	87
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	87
F323 PREPARE DD FORMS 1574 (SERVICEABLE TAG-MATERIEL)	87
H399 MAINTAIN ANTI-CONTAMINATION PROTECTIVE CLOTHING	87
F317 PREPARE AFTO FORMS 140 (EQUIPMENT MAINTENANCE RECORD)	86
F308 PREPARE AF FORMS 126 (CUSTODIAN REQUEST LOG)	84
H404 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	83
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	82
F329 RESEARCH SUPPLY DOCUMENTS, SUCH AS TABLE OF ALLOWANCES (TA)	81
F328 RESEARCH NUMBERS FOR LOCAL PURCHASE ITEMS, SUCH AS FSN, NSN, OR PN	81
F303 MAINTAIN SUPPLIES STATUS REPORTS, SUCH AS DO-4 REPORTS	80
D175 ADMINISTER TESTS	79
F296 MAINTAIN EQUIPMENT STATUS REPORTS, SUCH AS D-18 REPORTS	77
F291 MAINTAIN BASE SERVICE STORE (BSS) ACCOUNTS	76

TABLE A8
REPRESENTATIVE TASKS PERFORMED BY
SUPPLY AND EQUIPMENT NCO'S
(STG124, N=96)

TASKS	PERCENT MEMBERS PERFORMING
F288 INVENTORY EQUIPMENT	98
F290 ISSUE OR RECEIVE EQUIPMENT	97
F313 PREPARE AF FORMS 2005 (ISSUE/TURN IN REQUEST)	95
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	95
F309 PREPARE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	94
F295 MAINTAIN CUSTODY AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL)	93
F330 TURN IN EXCESS EQUIPMENT	93
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	92
F289 INVENTORY SUPPLIES	92
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	92
F297 MAINTAIN EQUIPMENT STORAGE AREAS	91
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	90
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	90
H447 TRANSPORT EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL	90
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	90
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	89
F323 PREPARE DD FORMS 1574 (SERVICEABLE TAG-MATERIEL)	89
H399 MAINTAIN ANTI-CONTAMINATION PROTECTIVE CLOTHING	89
F317 PREPARE AFTO FORMS 140 (EQUIPMENT MAINTENANCE RECORD)	86
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	86
F329 RESEARCH SUPPLY DOCUMENTS, SUCH AS TABLE OF ALLOWANCES (TA)	85
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	85
F328 RESEARCH NUMBERS FOR LOCAL PURCHASE ITEMS, SUCH AS FSN, NSN, OR PN	84
F308 PREPARE AF FORMS 126 (CUSTODIAN REQUEST LOG)	84
F315 PREPARE AF FORMS 601 (EQUIPMENT ACTION REQUEST)	83
F303 MAINTAIN SUPPLIES STATUS REPORTS, SUCH AS DO-4 REPORTS	80
F296 MAINTAIN EQUIPMENT STATUS REPORTS, SUCH AS D-18 REPORTS	79
F291 MAINTAIN BASE SERVICE STORE (BSS) ACCOUNTS	77

TABLE A9
REPRESENTATIVE TASKS PERFORMED BY
TRAINING AND EQUIPMENT NCO'S
(STG097, N=9)

TASKS	PERCENT MEMBERS PERFORMING
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
D175 ADMINISTER TESTS	100
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	100
D239 UPDATE LESSON PLANS	100
D238 SCORE TESTS	100
D214 DEVELOP TRAINING MATERIALS	100
D232 PREPARE TEST QUESTIONS	100
F317 PREPARE AFTO FORMS 140 (EQUIPMENT MAINTENANCE RECORD)	100
H447 TRANSPORT EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL	100
E283 PROOFREAD MATERIALS	100
D213 DEVELOP TRAINING AIDS	100
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	100
F289 INVENTORY SUPPLIES	100
F290 ISSUE OR RECEIVE EQUIPMENT	100
F313 PREPARE AF FORMS 2005 (ISSUE/TURN IN REQUEST)	100
F309 PREPARE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	100
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	89
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	89
E285 TYPE CORRESPONDENCE, SUCH AS REPORTS OR RECORDS	89
D230 PREPARE LESSON PLANS	89
E278 PREPARE MATERIALS FOR REPRODUCTION SERVICES	89
B100 PREPARE MEMOS FOR RECORD	89
D233 PREPARE TRAINING SCHEDULES	89
D236 REVIEW LESSON PLANS	89
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	89
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	89
F288 INVENTORY EQUIPMENT	89
F297 MAINTAIN EQUIPMENT STORAGE AREAS	89
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	78
D221 MAINTAIN DP TRAINING DOCUMENTS, SUCH AS ATTENDANCE ROSTERS, MEMOS, AND ANCILLARY TRAINING	78
D204 COORDINATE DP TRAINING ATTENDANCE WITH OTHER AGENCIES	78
D187 CONDUCT DP BASE ORIENTATION TRAINING	67
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	67
E271 MAINTAIN TECHNICAL ORDER FILES	67
E252 MAINTAIN DISASTER PREPAREDNESS (DP) OFFICE ADMINISTRATIVE FILES	56

TABLE A10
 REPRESENTATIVE TASKS PERFORMED BY
 CONTROL CENTER OPERATORS
 (STG098, N=6)

TASKS	PERCENT MEMBERS PERFORMING
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
D175 ADMINISTER TESTS	100
I490 OPERATE DPCC DURING TRANS-ATTACK RESPONSES	100
I489 OPERATE DPCC DURING PRE-ATTACK RESPONSES	100
D238 SCORE TESTS	100
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	100
I488 OPERATE DPCC DURING POST-ATTACK RESPONSES	100
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	100
I476 MAINTAIN COMMUNICATIONS BETWEEN SHELTERS, DPCC, AND COMMAND POST	100
B100 PREPARE MEMOS FOR RECORD	100
K583 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING NATURAL DISASTER RESPONSES	83
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	83
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	83
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	83
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	83
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	83
K585 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING NATURAL DISASTER RESPONSES	67
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	67
I468 DON OR DOFF PROTECTIVE EQUIPMENT DURING ATTACK RESPONSES	67
K581 MAINTAIN AF FORMS 1924 (EVENTS LOG) DURING NATURAL DISASTER RESPONSES	67
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	67
D187 CONDUCT DP BASE ORIENTATION TRAINING	67
H431 PERIODICALLY INSPECT CHEMICAL WARFARE DEFENSE (CWD) GROUND CREW ENSEMBLES	67
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	50
D209 DEVELOP DP INFORMATION PROGRAM MATERIALS	50

TABLE A11
REPRESENTATIVE TASKS PERFORMED BY
OPERATIONS NCO'S
(STG077, N=15)

TASKS	PERCENT MEMBERS PERFORMING
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
B100 PREPARE MEMOS FOR RECORD	100
D175 ADMINISTER TESTS	100
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	93
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	87
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	87
D238 SCORE TESTS	87
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	87
D187 CONDUCT DP BASE ORIENTATION TRAINING	87
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	87
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	87
B102 PREPARE REPORTS ON SAV	80
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	80
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	80
B69 CONDUCT INFORMAL BRIEFINGS	80
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	73
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	67
C151 MONITOR STATUS OF CORRECTIVE ACTIONS, SUCH AS FOLLOW-UP REPORTS	67
E283 PROOFREAD MATERIALS	67
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	67
B68 CONDUCT FORMAL BRIEFINGS	67
C165 RESOLVE PROBLEMS RESULTING FROM LOCAL SAV OR INSPECTIONS	67
E285 TYPE CORRESPONDENCE, SUCH AS REPORTS OR RECORDS	60
J558 PREPARE MOBILE COMMAND POST AND APPROPRIATE RESPONSE KITS DURING MAJOR ACCIDENT RESPONSES	60
E282 PREPARE TREND ANALYSIS ON TRAINING SAV	53
E267 MAINTAIN ROSTERS	53
D209 DEVELOP DP INFORMATION PROGRAM MATERIALS	53

TABLE A12
REPRESENTATIVE TASKS PERFORMED BY
EQUIPMENT MONITORS
(STG103, N=6)

TASKS	PERCENT MEMBERS PERFORMING
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
H444 REPLACE EQUIPMENT BATTERIES	100
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	100
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	100
F309 PREPARE AF FORMS 1297 (TEMPORARY ISSUE RECEIPT)	100
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	83
H403 MAINTAIN PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) EQUIPMENT CALIBRATION SCHEDULES	83
H401 MAINTAIN PERSONAL FIELD GEAR	83
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	83
D187 CONDUCT DP BASE ORIENTATION TRAINING	83
H404 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	83
H399 MAINTAIN ANTI-CONTAMINATION PROTECTIVE CLOTHING	83
F323 PREPARE DD FORMS 1574 (SERVICEABLE TAG-MATERIEL)	83
F288 INVENTORY EQUIPMENT	83
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	83
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	67
H447 TRANSPORT EQUIPMENT SCHEDULED FOR CALIBRATION AT PMEL	67
I468 DON OR DOFF PROTECTIVE EQUIPMENT DURING ATTACK RESPONSES	67
D175 ADMINISTER TESTS	67
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	67
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	67
B69 CONDUCT INFORMAL BRIEFINGS	67
J558 PREPARE MOBILE COMMAND POST AND APPROPRIATE RESPONSE KITS DURING MAJOR ACCIDENT RESPONSES	50
F317 PREPARE AFTO FORMS 140 (EQUIPMENT MAINTENANCE RECORD)	50
J562 REPORT INFORMATION TO THE COMMAND POST DURING MAJOR ACCIDENT RESPONSES	50
H431 PERIODICALLY INSPECT CHEMICAL WARFARE DEFENSE (CWD) GROUND CREW ENSEMBLES	50

TABLE A13
 REPRESENTATIVE TASKS PERFORMED BY
 TRAINING CLUSTER PERSONNEL
 (STG088, N=59)

TASKS	PERCENT MEMBERS PERFORMING
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
D175 ADMINISTER TESTS	98
D238 SCORE TESTS	97
D239 UPDATE LESSON PLANS	93
D236 REVIEW LESSON PLANS	93
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	88
D232 PREPARE TEST QUESTIONS	88
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	88
B100 PREPARE MEMOS FOR RECORD	86
D230 PREPARE LESSON PLANS	85
D233 PREPARE TRAINING SCHEDULES	83
D213 DEVELOP TRAINING AIDS	83
D176 ANALYZE STUDENT CRITIQUES	81
D214 DEVELOP TRAINING MATERIALS	81
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	81
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	81
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	81
D221 MAINTAIN DP TRAINING DOCUMENTS, SUCH AS ATTENDANCE ROSTERS, MEMOS, AND ANCILLARY TRAINING	80
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	80
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	80
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	76
D209 DEVELOP DP INFORMATION PROGRAM MATERIALS	75
I511 SUPERVISE DPST OPERATIONS DURING TRANS-ATTACK RESPONSES	75
I510 SUPERVISE DPST OPERATIONS DURING PRE-ATTACK RESPONSES	73
D184 CONDUCT DECONTAMINATION TEAM TRAINING	73
D187 CONDUCT DP BASE ORIENTATION TRAINING	71
J569 SUPERVISE DPST DURING MAJOR ACCIDENT RESPONSES	71
I509 SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAM (DPST) OPERATIONS DURING POST-ATTACK RESPONSES	69
J514 ACTIVATE DISASTER PREPAREDNESS SUPPORT TEAMS (DPST) DURING MAJOR ACCIDENT RESPONSES	69
J223 MAINTAIN TRAINING DATA, SUCH AS RECORDS, CHARTS, OR GRAPHS	68
D204 COORDINATE DP TRAINING ATTENDANCE WITH OTHER AGENCIES	68

TABLE A14
 REPRESENTATIVE TASKS PERFORMED BY
 EXERCISE RESPONSE TRAINERS
 (STG144, N=15)

TASKS	PERCENT MEMBERS PERFORMING
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	100
I489 OPERATE DPCC DURING PRE-ATTACK RESPONSES	100
I490 OPERATE DPCC DURING TRANS-ATTACK RESPONSES	100
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	100
I488 OPERATE DPCC DURING POST-ATTACK RESPONSES	100
B112 SUPERVISE DP STAFF OFFICERS (AFSC 0511/0516)	100
I476 MAINTAIN COMMUNICATIONS BETWEEN SHELTERS, DPCC, AND COMMAND POST	100
D175 ADMINISTER TESTS	100
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	100
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	93
I510 SUPERVISE DPST OPERATIONS DURING PRE-ATTACK RESPONSES	93
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	93
J569 SUPERVISE DPST DURING MAJOR ACCIDENT RESPONSES	93
D236 REVIEW LESSON PLANS	93
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	93
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	93
I509 SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAM (DPST) OPERATIONS DURING POST-ATTACK RESPONSES	87
J514 ACTIVATE DISASTER PREPAREDNESS SUPPORT TEAMS (DPST) DURING MAJOR ACCIDENT RESPONSES	87
D239 UPDATE LESSON PLANS	87
K583 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING NATURAL DISASTER RESPONSES	87
K581 MAINTAIN AF FORMS 1924 (EVENTS LOG) DURING NATURAL DISASTER RESPONSES	87
J558 PREPARE MOBILE COMMAND POST AND APPROPRIATE RESPONSE KITS DURING MAJOR ACCIDENT RESPONSES	87
I470 ESTABLISH COMMUNICATIONS BETWEEN SHELTERS, DISASTER PREPAREDNESS CONTROL CENTER (DPCC), AND COMMAND POST	87
D230 PREPARE LESSON PLANS	80
K590 SUPERVISE DISASTER PREPAREDNESS SUPPORT TEAM (DPST) OPERATIONS DURING NATURAL DISASTER RESPONSES	80
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	73

TABLE A15
REPRESENTATIVE TASKS PERFORMED BY
TRAINING NCO'S
(GP107, N=42)

TASKS	PERCENT MEMBERS PERFORMING
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	100
D175 ADMINISTER TESTS	98
D238 SCORE TESTS	98
D239 UPDATE LESSON PLANS	95
D236 REVIEW LESSON PLANS	93
D233 PREPARE TRAINING SCHEDULES	90
D232 PREPARE TEST QUESTIONS	90
D176 ANALYZE STUDENT CRITIQUES	88
D214 DEVELOP TRAINING MATERIALS	88
D213 DEVELOP TRAINING AIDS	88
B100 PREPARE MEMOS FOR RECORD	88
D221 MAINTAIN DP TRAINING DOCUMENTS, SUCH AS ATTENDANCE ROSTERS, MEMOS, AND ANCILLARY TRAINING	86
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	86
D230 PREPARE LESSON PLANS	86
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	86
D209 DEVELOP DP INFORMATION PROGRAM MATERIALS	83
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	83
D223 MAINTAIN TRAINING DATA, SUCH AS RECORDS, CHARTS, OR GRAPHS	81
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	81
D187 CONDUCT DP BASE ORIENTATION TRAINING	78
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	76
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	76
H401 MAINTAIN PERSONAL FIELD GEAR	76
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	76
D204 COORDINATE DP TRAINING ATTENDANCE WITH OTHER AGENCIES	74
D208 DETERMINE TRAINING REQUIREMENTS	69
I468 DON OR DOFF PROTECTIVE EQUIPMENT DURING ATTACK RESPONSES	69
D184 CONDUCT DECONTAMINATION TEAM TRAINING	69
I511 SUPERVISE DPST OPERATIONS DURING TRANS-ATTACK RESPONSES	69
I510 SUPERVISE DPST OPERATIONS DURING PRE-ATTACK RESPONSES	69
D237 SCHEDULE TRAINING FACILITIES	67
J569 SUPERVISE DPST DURING MAJOR ACCIDENT RESPONSES	66
D240 VALIDATE TRAINING REQUIREMENTS	64

TABLE A16
REPRESENTATIVE TASKS PERFORMED BY
DP STAFF CLUSTER PERSONNEL
(STG030, N=102)

TASKS	PERCENT MEMBERS PERFORMING
B69 CONDUCT INFORMAL BRIEFINGS	93
A43 PREPARE BRIEFINGS	88
B100 PREPARE MEMOS FOR RECORD	87
B101 PREPARE PAPERS, SUCH AS POINT, POSITION, REVIEW, OR TALKING PAPERS	86
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	85
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	85
B68 CONDUCT FORMAL BRIEFINGS	85
A20 DEVELOP INPUTS TO DIRECTIVES, OTHER THAN FOR AFR 355-1	82
A21 DEVELOP INPUTS TO MAJCOM REGULATIONS	81
E283 PROOFREAD MATERIALS	76
C169 REVIEW OUTGOING MESSAGES FOR ACCURACY AND CONTENT	76
A7 CONDUCT OR COMPLETE STAFF STUDIES	75
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	75
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	75
A22 DEVELOP INPUTS TO OTHER THAN DP PLANS, SUCH AS WARTIME OR CONTINGENCY PLANS	74
A15 DETERMINE WORK PRIORITIES	74
B103 PREPARE TDY TRIP REPORTS	73
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	69
B102 PREPARE REPORTS ON SAV	68
E277 PREPARE FOR TEMPORARY DUTY (TDY) TRAVEL	67
C167 REVIEW INSPECTION REPORTS FROM OTHER BASES TO DETERMINE TRENDS	66
B93 INTERPRET DIRECTIVES, POLICIES, OR PROCEDURES FOR SUBORDINATES	65
B57 ADVISE STAFF AGENCIES ON DP MATTERS	64
A10 COORDINATE SUPPORT REQUIREMENTS, SUCH AS LOGISTICS, MOBILITY, BUDGET, OR PERSONNEL, WITH OTHER ORGANIZATIONS	64
B60 ANALYZE COMMAND DP PROGRAMS	63
C166 REVIEW INSPECTION REPORTS FROM OTHER AGENCIES TO DETERMINE TRENDS	63
B86 ESTABLISH DP POLICIES	62
C139 EVALUATE REPORTS, SUCH AS INSPECTION OR SAV REPORTS, TO DETERMINE CORRECTIVE ACTIONS	62
E279 PREPARE MESSAGES FOR TRANSMISSION	54

TABLE A17
REPRESENTATIVE TASKS PERFORMED BY
HIGHER LEVEL STAFF
(GP103, N=58)

TASKS	PERCENT MEMBERS PERFORMING
B69 CONDUCT INFORMAL BRIEFINGS	100
B101 PREPARE PAPERS, SUCH AS POINT, POSITION, REVIEW, OR TALKING PAPERS	98
B100 PREPARE MEMOS FOR RECORD	95
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	91
A20 DEVELOP INPUTS TO DIRECTIVES, OTHER THAN FOR AFR 355-1	91
C169 REVIEW OUTGOING MESSAGES FOR ACCURACY AND CONTENT	91
A43 PREPARE BRIEFINGS	91
B103 PREPARE TDY TRIP REPORTS	91
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	90
B68 CONDUCT FORMAL BRIEFINGS	90
A7 CONDUCT OR COMPLETE STAFF STUDIES	88
A22 DEVELOP INPUTS TO OTHER THAN DP PLANS, SUCH AS WARTIME OR CONTINGENCY PLANS	88
A21 DEVELOP INPUTS TO MAJCOM REGULATIONS	84
B86 ESTABLISH DP POLICIES	83
B72 CONDUCT WORKING GROUP CONFERENCES OR MEETINGS	83
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	81
A10 COORDINATE SUPPORT REQUIREMENTS, SUCH AS LOGISTICS, MOBILITY, BUDGET, OR PERSONNEL, WITH OTHER ORGANIZATIONS	81
A15 DETERMINE WORK PRIORITIES	81
E283 PROOFREAD MATERIALS	79
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	78
B102 PREPARE REPORTS ON SAV	78
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	78
B93 INTERPRET DIRECTIVES, POLICIES, OR PROCEDURES FOR SUBORDINATES	76
B60 ANALYZE COMMAND DP PROGRAMS	74
E277 PREPARE FOR TEMPORARY DUTY (TDY) TRAVEL	74
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	74
B87 FORMULATE DP PROGRAMS	72
B95 MANAGE MAJCOM-LEVEL DP PROGRAMS	66
E279 PREPARE MESSAGES FOR TRANSMISSION	66
B57 ADVISE STAFF AGENCIES ON DP MATTERS	66
G392 REVIEW DOCUMENTS FOR IMPACT ON EXISTING DP PROGRAMS, SUCH AS DOD, JCS, USAF, CIVIL, OR NATO DOCUMENTS	66
A46 PROVIDE INPUT FOR STATEMENT OF OPERATIONAL NEEDS, SUCH AS FOR IMPROVEMENT OF NBC DEFENSE EQUIPMENT	64

TABLE A18
REPRESENTATIVE TASKS PERFORMED BY
INSPECTORS
(GP102, N=14)

TASKS	PERCENT MEMBERS PERFORMING
B60 ANALYZE COMMAND DP PROGRAMS	93
C125 DEVELOP CRITERIA FOR DP IG TEAM INSPECTIONS	93
A21 DEVELOP INPUTS TO MAJCOM REGULATIONS	93
A20 DEVELOP INPUTS TO DIRECTIVES, OTHER THAN FOR AFR 355-1	93
A43 PREPARE BRIEFINGS	93
C166 REVIEW INSPECTION REPORTS FROM OTHER AGENCIES TO DETERMINE TRENDS	86
C167 REVIEW INSPECTION REPORTS FROM OTHER BASES TO DETERMINE TRENDS	86
C133 EVALUATE MAINTENANCE OF EQUIPMENT	86
B101 PREPARE PAPERS, SUCH AS POINT, POSITION, REVIEW, OR TALKING PAPERS	86
C130 EVALUATE COMPLIANCE WITH PERFORMANCE STANDARDS	79
C129 EVALUATE COMPLIANCE WITH OFFICE OPERATING PROCEDURES	79
C137 EVALUATE PROCEDURES FOR STORAGE OF PROPERTY ITEMS	79
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	79
C136 EVALUATE PROCEDURES FOR INVENTORY OF PROPERTY ITEMS	79
C143 EVALUATE USE OF EQUIPMENT	79
C135 EVALUATE PROCEDURES FOR INSPECTION OF PROPERTY ITEMS	79
C134 EVALUATE MAINTENANCE OF WORKSPACE	79
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	79
C145 EVALUATE USE OF WORKSPACE	79
B68 CONDUCT FORMAL BRIEFINGS	79
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	79
C144 EVALUATE USE OF SUPPLIES	71
E283 PROOFREAD MATERIALS	71
C152 PARTICIPATE IN INSPECTIONS OF OTHER AGENCIES	64
C124 DEVELOP CHECKLISTS FOR DP INSPECTOR GENERAL (IG) TEAM INSPECTIONS	64
C139 EVALUATE REPORTS, SUCH AS INSPECTION OR SAV REPORTS, TO DETERMINE CORRECTIVE ACTIONS	64
C151 MONITOR STATUS OF CORRECTIVE ACTIONS, SUCH AS FOLLOW-UP REPORTS	64
E277 PREPARE FOR TEMPORARY DUTY (TDY) TRAVEL	57
C153 PARTICIPATE IN OPERATIONAL EVALUATIONS	50

APPENDIX B
SELECTED REPRESENTATIVE TASKS PERFORMED BY
DAFSC GROUPS

TABLE B1
REPRESENTATIVE TASKS PERFORMED BY DAFSC 24230/24250 AIRMEN
(PERCENT MEMBERS PERFORMING)

TASKS	24230/ 24250/ (N=249)
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	94
D175 ADMINISTER TESTS	84
D238 SCORE TESTS	82
E100 PREPARE MEMOS FOR RECORD	82
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	76
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	74
D192 CONDUCT MASK CONFIDENCE CHAMBER EXERCISES	73
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	72
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	71
H423 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON RADIAC EQUIPMENT	70
H430 PERIODICALLY INSPECT CDV750 DOSIMETER CHARGERS	70
H418 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLES	69
H417 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON MOBILE COMMAND POST VEHICLE ACCESSORIES	68
D187 CONDUCT DP BASE ORIENTATION TRAINING	66
H441 PERIODICALLY INSPECT PERSONAL DOSIMETERS	66
J549 OPERATE MOBILE COMMAND POSTS DURING MAJOR ACCIDENT RESPONSES	66
J548 OPERATE DISASTER PREPAREDNESS CONTROL CENTERS (DPCC) DURING MAJOR ACCIDENT RESPONSES	66
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	65
B69 CONDUCT INFORMAL BRIEFINGS	64
J544 MAINTAIN LOG OF EVENTS DURING MAJOR ACCIDENT RESPONSES	64
D236 REVIEW LESSON PLANS	63
J404 OPERATIONALLY CHECK COMMUNICATIONS EQUIPMENT	63
H401 MAINTAIN PERSONAL FIELD GEAR	62
D186 CONDUCT DISASTER PREPAREDNESS SUPPORT TEAM (DPST) TRAINING	62
H431 PERIODICALLY INSPECT CHEMICAL WARFARE DEFENSE (CWD) GROUND CREW ENSEMBLES	62
D239 UPDATE LESSON PLANS	58
D176 ANALYZE STUDENT CRITIQUES	57
D230 PREPARE LESSON PLANS	56
F288 INVENTORY EQUIPMENT	56
D214 DEVELOP TRAINING MATERIALS	52
D221 MAINTAIN DP TRAINING DOCUMENTS, SUCH AS ATTENDANCE ROSTERS, MEMOS, AND ANCILLERY TRAINING	49

TABLE B2

REPRESENTATIVE TASKS PERFORMED BY DAFSC 24270 AIRMEN
(PERCENT MEMBERS PERFORMING)

TASKS	24270 (N=247)
B100 PREPARE MEMOS FOR RECORD	86
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	78
B69 CONDUCT INFORMAL BRIEFINGS	77
D236 REVIEW LESSON PLANS	76
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	74
E283 PROOFREAD MATERIALS	72
B57 ADVISE STAFF AGENCIES ON DP MATTERS	71
A15 DETERMINE WORK PRIORITIES	71
D181 CONDUCT CHEMICAL WARFARE DEFENSE (CWD) TRAINING	70
A43 PREPARE BRIEFINGS	70
A29 ESTABLISH OPERATING INSTRUCTIONS (OI)	70
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	69
H419 PERFORM INSPECTIONS OR ORGANIZATIONAL MAINTENANCE ON M17 SERIES MASKS	69
B102 PREPARE REPORTS ON SAV	68
C122 CONDUCT SELF-INSPECTIONS OF DP PROGRAMS	68
D175 ADMINISTER TESTS	67
B58 ADVISE TENANT UNITS ON DP MATTERS	67
H402 MAINTAIN PERSONAL PROTECTIVE EQUIPMENT	66
E285 TYPE CORRESPONDENCE, SUCH AS REPORTS OR RECORDS	64
B68 CONDUCT FORMAL BRIEFINGS	63
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	63
C119 CONDUCT BASE-LEVEL STAFF ASSISTANCE VISITS (SAV)	63
C167 REVIEW INSPECTION REPORTS FROM OTHER BASES TO DETERMINE TRENDS	61
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	61
H401 MAINTAIN PERSONAL FIELD GEAR	61
D238 SCORE TESTS	60
D176 ANALYZE STUDENT CRITIQUES	60
D199 CONDUCT SHELTER MANAGEMENT TEAM (SMT) TRAINING	60
D230 PREPARE LESSON PLANS	59
D239 UPDATE LESSON PLANS	59
A20 DEVELOP INPUTS TO DIRECTIVES, OTHER THAN FOR AFR 355-1	59
J550 OPERATE NONTACTICAL (INTRABASE) RADIOS DURING MAJOR ACCIDENT RESPONSES	59
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	56
B101 PREPARE PAPERS, SUCH AS POINT, POSITION, REVIEW, OR TALKING PAPERS	55
C139 EVALUATE REPORTS, SUCH AS INSPECTION OR SAV REPORTS, TO DETERMINE CORRECTIVE ACTIONS	55
D213 DEVELOP TRAINING AIDS	52
D214 DEVELOP TRAINING MATERIALS	52

TABLE B3
 REPRESENTATIVE TASKS PERFORMED BY DAFSC 24290 AIRMEN
 (PERCENT MEMBERS PERFORMING)

TASKS	24290 (N=34)
B101 PREPARE PAPERS, SUCH AS POINT, POSITION, REVIEW, OR TALKING PAPERS	97
C169 REVIEW OUTGOING MESSAGES FOR ACCURACY AND CONTENT	97
B100 PREPARE MEMOS FOR RECORD	97
C168 REVIEW OUTGOING CORRESPONDENCE FOR ACCURACY AND CONTENT	94
B69 CONDUCT INFORMAL BRIEFINGS	94
E283 PROOFREAD MATERIALS	91
A20 DEVELOP INPUTS TO DIRECTIVES, OTHER THAN FOR AFR 355-1	91
A49 REVIEW MAJCOM REGULATIONS OR SUPPLEMENTS TO DETERMINE MANAGEMENT ACTIONS	91
A43 PREPARE BRIEFINGS	91
B98 PREPARE ADMINISTRATIVE CORRESPONDENCE	88
A7 CONDUCT OR COMPLETE STAFF STUDIES	88
A21 DEVELOP INPUTS TO MAJCOM REGULATIONS	85
E284 REPRODUCE MATERIALS WITH COPYING EQUIPMENT	85
A22 DEVELOP INPUTS TO OTHER THAN DP PLANS, SUCH AS WARTIME OR CONTINGENCY PLANS	82
C139 EVALUATE REPORTS, SUCH AS INSPECTION OR SAV REPORTS, TO DETERMINE CORRECTIVE ACTIONS	82
B103 PREPARE TDY TRIP REPORTS	79
B57 ADVISE STAFF AGENCIES ON DP MATTERS	79
B56 ADVISE COMMANDERS ON DISASTER PREPAREDNESS (DP) MATTERS	79
A10 COORDINATE SUPPORT REQUIREMENTS, SUCH AS LOGISTICS, MOBILITY, BUDGET, OR PERSONNEL, WITH OTHER ORGANIZATIONS	79
A15 DETERMINE WORK PRIORITIES	79
A51 REVIEW UNIT ADMINISTRATIVE PROCEDURES, SUCH AS OFFICE FILE PLANS	79
B93 INTERPRET DIRECTIVES, POLICIES, OR PROCEDURES FOR SUBORDINATES	76
E277 PREPARE FOR TEMPORARY DUTY (TDY) TRAVEL	76
C167 REVIEW INSPECTION REPORTS FROM OTHER BASES TO DETERMINE TRENDS	76
B86 ESTABLISH DP POLICIES	76
C166 REVIEW INSPECTION REPORTS FROM OTHER AGENCIES TO DETERMINE TRENDS	74
C151 MONITOR STATUS OF CORRECTIVE ACTIONS, SUCH AS FOLLOW-UP REPORTS	74
B60 ANALYZE COMMAND DP PROGRAMS	71
B102 PREPARE REPORTS ON SAV	71
B71 CONDUCT STAFF ASSISTANCE VISITS (SAV) TO SUBORDINATE UNITS	71
E279 PREPARE MESSAGES FOR TRANSMISSION	71
A9 COORDINATE MANNING ASSIGNMENTS OF DISASTER PREPAREDNESS (DP) PERSONNEL WITH PERSONNEL MANAGERS	71
A25 DEVELOP SELF-INSPECTION PROGRAMS	68
A26 DRAFT SUPPORTING DIRECTIVES TO AIR FORCE PUBLICATIONS, OTHER THAN FOR DP PUBLICATIONS	65

APPENDIX C
STS ELEMENTS REQUIRING REVIEW

TABLE C1

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
3b(1). (Maintain DP) Standard publications	2b/b				
268 Maintain standard publications files, other than JCS files		11	12	1.55	4.21
3d. Prepare inputs for required operational reports	1a/a				
504 Prepare NBC reports during post-attack responses		18	19	5.10	5.93
508 Submit inputs for OPREP-3 reports during attack responses		11	9	2.78	5.32
560 Provide inputs for final major accident reports		10	9	2.06	5.74
3e. Develop checklists	1b				
371 Develop checklists for natural disaster response procedures		27	27	3.73	5.72
369 Develop checklists for conventional attack response procedures		19	20	3.57	5.93
370 Develop checklists for initial response to nuclear accidents		28	28	3.76	5.99
372 Develop checklists for nonnuclear major accident response procedures		27	27	3.94	5.81

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)
STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
4a(1). Develop (OPlan 355-1)	1b				
380 Prepare Base DP Operations Plan (OPlan) 355-1		17	19	2.71	7.50
4a(2). Coordinate	b				
80 Direct development of Base DP Operations plans (OPlan)		8	10	1.18	7.19
4a(3). Review	1b				
80 Direct development of Base DP Operations plans (OPlan)		8	10	1.18	7.19
4b(1). Review (supporting documents)	b				
394 Review local implementing instructions for consistency with OPlan 355-1		26	28	3.02	6.14
393 Review local contingency plans for consistency with OPlan 355-1		20	19	2.43	6.14

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)
STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
4b(2). Coordinate (supporting documents)	b				
351 Coordinate inputs to DP support agreements		11	12	1.35	6.10
336 Coordinate action plans for War Mobilization Plan (WMP) operations		5	4	1.24	6.93
4c. Prepare inputs for other plans	1b/b				
22 Develop inputs to other than DP plans, such as wartime or contingency plans		21	25	1.98	7.20
389 Provide inputs to DP support agreements		11	12	1.88	5.99
5g. Determine requirements for disaster preparedness teams	b				
387 Prescribe protective equipment required by monitors		18	15	2.82	4.93

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
5h. Conduct disaster preparedness program analysis	2b				
121 Conduct program analyses of DP programs		20	18	1.65	6.57
5k(2). Develop scenarios	2b/b				
159 Prepare inputs to base EET scenarios		15	19	2.71	5.63
5k(4). Assist Exercise Evaluation Team Chief	a				
115 Advise base exercise evaluation teams (EET) on disaster preparedness (DP) exercises		20 11	24 13	2.59 1.49	5.83 5.37
173 Serve as member of Base EET					
5l. Coordinate communications requirements with appropriate agencies	b				
287 Input disaster preparedness (DP) communications requirements		19	18	2.39	5.35

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)
STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
6d. Assist in developing recovery plan	1b/b				
556 Perform major accident recovery operations		24	21	3.84	5.93
557 Prepare DP portion of activities summaries for major accident responses		9	10	1.86	5.77
534 Develop inputs for written recovery plans during major accident responses		7	7	1.82	6.02
6e(3). Identify hazards associated with nuclear material	2b				
542 Identify hazards associated with dangerous materials in a major accident		20	19	4.12	6.02
6e(5). Assist in initial reconnaissance	2b				
552 Perform as IRT member during major accident responses		35	33	5.65	5.13
520 Brief initial reconnaissance team (IRT) and other specialized team members on hazards of major accidents		30	29	3.49	5.33

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
2b					
6e(8). Operate contamination control station					
546 Monitor for contamination of equipment during major accident responses		27	27	4.43	4.79
535 Direct contamination control station (CCS) during major accident responses		30	26	3.55	5.50
2b					
6e(9). Monitor for contamination					
523 Confirm or deny presence of radiation at nuclear accident scenes		37	34	4.33	5.10
546 Monitor for contamination of equipment during major accident responses		27	27	4.43	4.79
545 Monitor for contamination of aircraft during major accident responses		26	24	4.45	4.86
536 Direct decontamination monitoring activities during major accident responses		25	22	3.06	5.45

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
6e(10). Mark contamination	2b				
538 Direct marking of contaminated areas during major accident responses		15	15	3.16	5.09
537 Direct marking of contaminated aircraft during major accident responses		13	12	3.33	5.08
6e(12). Perform decontamination	2b/b				
536 Direct decontamination monitoring activities during major accident responses		25	22	3.06	5.45
565 Select methods of decontamination during major accident responses		11	10	3.08	5.48
6f(3). Hazardous materials	2b/b				
543 Interpret labels or placards associated with dangerous materials in a major accident		15	14	4.04	5.18

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
6g(5). Coordinate support with other agencies	b				
355 Coordinate natural disaster response procedures with other base agencies		20	19	2.04	5.12
338 Coordinate base emergency warning and notification systems with other agencies		10	9	1.59	5.55
7b(4). Render first/self-aid for chemical agent casualties	2b				
493 Perform first aid measures during post-attack responses		19	20	4.55	5.08
495 Perform self-aid measures during post-attack responses		27	26	4.92	4.55
7e(5). Implement exposure control procedures	2b				
492 Perform exposure control operations		13	15	5.45	5.20

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
2b					
7e(6). Determine fallout patterns			21	3.96	5.92
450 Analyze post-attack nuclear fallout data		22			
2b					
7g(4)(a). (operate shelters) Nuclear					
473 Issue shelter management kits during attack responses		38 46	39 46	4.00 4.47	3.29 3.05
472 Issue personal dosimeters					
474 Maintain AF Forms 1009 (Fallout Time History Chart)		23 46	23 46	5.71 4.47	4.47 3.05
492 Perform exposure control operations					
2b					
7g(4)(b). Chemical					
459 Direct contamination control area (CCA) activities during post-attack responses		21	16	3.78	5.95
460 Direct operation of KMU-450 shelter modification kits		4 7	4 10	2.90 3.86	5.85 4.97
491 Perform as SMT member during shelter activations					

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)
STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
b					
7g(5). Coordinate stocking					
358 Coordinate plans for redistribution of supplies, such as for disasters or attacks		15	13	1.59	5.61
395 Review plans for stocking of shelters		18	20	2.29	5.46
2b					
7h(1). Monitor for contamination					
496 Perform surveys to detect areas of NBC contamination		31	31	5.75	5.57
471 Identify agents using chemical detection kits during attack responses		28	31	5.86	5.10
498 Perform surveys to monitor areas of NBC contamination		29	27	5.53	5.42
2b					
7h(2). Mark contamination					
497 Perform surveys to mark areas of NBC contamination		30	29	6.00	5.58

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
71(1). Perform decontamination responsibilities	2b/b				
494 Perform personal decontamination procedures during attack responses		26	26	5.24	4.47
382 Prepare chemical decontaminating agents for use		3	3	2.90	5.06
8a. Determine requirements	2b				
14 Determine requirements for supplies		46	40	3.47	4.81
11 Determine requirements for equipment		44	36	3.49	5.63
315 Prepare AF Forms 601 (Equipment Action Request)		38	37	3.86	4.63
8b. Requisition	2b/b				
316 Prepare AF Forms 9 (Request for Purchase)		35	31	3.12	5.10
321 Prepare DD Forms 1348-6 (DOD Single Line Item Requisition System Document (Manual-Long Form))		28	26	2.92	4.96

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00

TABLE C1 (CONTINUED)

STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
8c. Dispose of	2b/b				
313 Prepare AF Forms 2005 (Issue/Turn in Request)		49	44	3.37	3.98
330 Turn in excess equipment		46	42	3.18	3.87
9d. Maintain records	2b				
219 Maintain AF Forms 1470 (Disaster Preparedness Training Record)		20	25	4.55	3.34
223 Maintain training data, such as records, charts, or graphs		36	34	3.71	4.64
10f(1). Select	2b				
234 Procure training aids from outside sources		35	38	4.08	5.07
235 Procure training materials from outside sources		29	28	3.75	5.14
10j(6). Command post augmentees	2b/b				
182 Conduct command post augmentee training		22	18	2.92	5.12

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00.

TABLE C1 (CONTINUED)
STS ELEMENTS REQUIRING A LOWER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
10j(7). On-Scene Disaster Control Group	2b/b				
195 Conduct on-scene disaster control group (DCG) training		24	24	2.67	5.47
10j(8). Exercise Evaluation Team	2b/b				
189 Conduct exercise evaluation team (EET) training		20	23	3.35	5.11
10j(9). Disaster Preparedness Mobility Team	2b/b				
185 Conduct disaster preparedness mobility team (DPMT) training		35	30	5.06	5.86

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00.

TABLE C2

STS ELEMENTS REQUIRING A HIGHER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
4d. Disaster preparedness-related budgeting	B				
292 Maintain budget reports, such as D-11 reports		36	30	3.33	4.41
16 Develop budget inputs		33	32	2.39	6.41
5c(3). Conduct visit (SAV)	b				
71 Conduct staff assistance visits (SAV) to subordinate units		56	60	5.80	6.38
119 Conduct base-level staff assistance visits (SAV)		57	59	5.18	6.37
6b. General response procedures	B				
521 Collect information for reports to the command post during major accident responses		32	30	3.45	5.19
518 Assist the on-scene-commander during major accident responses		42	41	3.57	5.38

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00.

TABLE C2 (CONTINUED)
STS ELEMENTS REQUIRING A HIGHER PROFICIENCY CODE

STS ELEMENT (WITH SELECTED SAMPLE TASKS)	PROF CODE	PERCENT MEMBERS PERFORMING		TE RATING*	TD RATING**
		1-24 MO (N=142)	1-48 MO (N=231)		
61. Direct disaster preparedness support team (Peacetime)	b				
514 Activate disaster preparedness support teams (DPST) during major accident responses		57	56	4.14	4.08
590 Supervise disaster preparedness support team (DPST) operations during natural disaster responses		36	35	3.88	5.26
71. Direct Disaster Preparedness Support Team (Wartime)	b				
514 Activate disaster preparedness support teams (DPST) during major accident responses		57	56	4.14	4.08
8h(2). Perform operator maintenance (MCP)	b				
418 Perform inspections or organizational maintenance on mobile command post vehicles		69	66	5.18	3.71
417 Perform inspections or organizational maintenance on mobile command post vehicle accessories		70	64	5.10	3.83

* Mean TE rating is 2.53 and the standard deviation is 1.61 (high TE= 4.14)

** Average TD rating is 5.00 and the standard deviation is 1.00.